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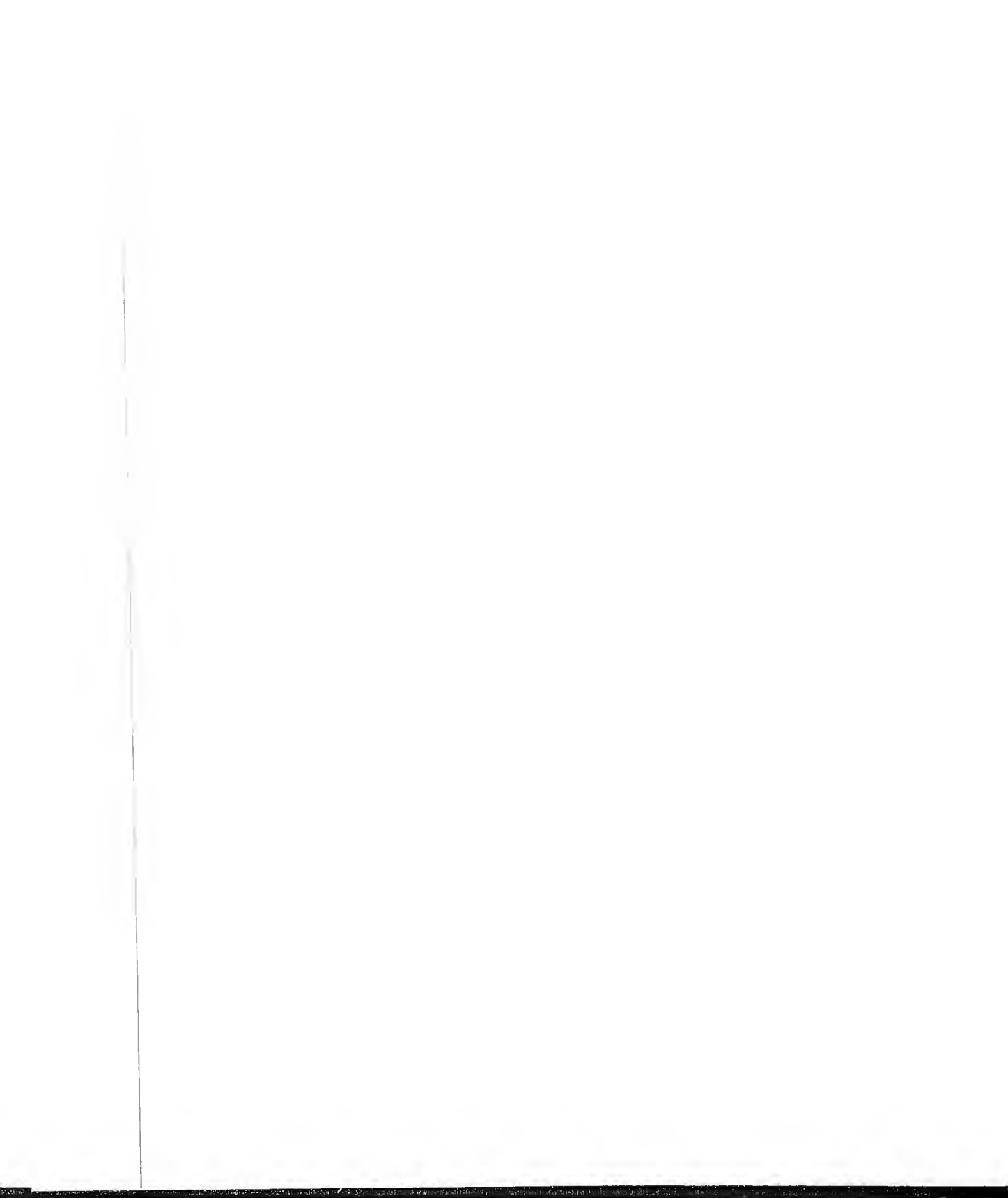
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Student Handbook

The University of North Carolina at Wilmington

Alma Mater

by Charles Hunnicutt and Loyd Hudson

Hail we proudly sing to thee
Who guides our green and gold.
Though future years may part us,
Fond mem'ries we shall hold.

(Refrain)
For our hearts will cherish
All your service done.
All Hail to thee Alma Mater,
Praise to Wilmington.

Here we stand as one together
Voices raised in song,
Our loyal hearts will praise thee
As God doth lead us on.

NONDISCRIMINATION POLICY

UNC-W is dedicated to equality of opportunity within its community. Accordingly, UNC-W does not practice or condone discrimination in any form against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, handicap or veteran status.

UNC-W commits itself to positive action to secure equal opportunity regardless of those characteristics. UNC-W is covered by and supports the protection afforded by Title VI and VII of the Civil Rights Acts and Title IX of the Education Amendment of 1972 Executive Order 11246 and the Vietnam Era Veteran's Readjustment Assistance Act of 1972, and the Rehabilitation Act of 1973. For information concerning these provisions, contact the appropriate compliance officer.

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THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

The University of North Carolina at Wilmington was founded in 1947 as Wilmington College, a locally supported and governed institution, to provide the youth and adults of New Hanover County and southeastern North Carolina an opportunity for two years of university parallel study, semiprofessional training and vocational-technical education at moderate expense.

In 1948 Wilmington College was officially accredited by the North Carolina College Conference and became a member of the American Association of Junior Colleges.

In 1958 New Hanover County voted to place the college under the Community College Act of the State of North Carolina. By virtue of this vote, the college became a part of the state system of higher education.

On July 1, 1963, by an act of the General Assembly of North Carolina, Wilmington College became a senior college with a four-year curriculum, authorized to offer the bachelor's degree.

By vote of the Board of Trustees of The University of North Carolina in late 1968, with subsequent approval by the North Carolina Board of Higher Education, and by an act of the General Assembly of North Carolina in 1969, Wilmington College became, on July 1, 1969, The University of North Carolina at Wilmington.

On August 22, 1977, the Board of Governors of The University of North Carolina authorized The University of North Carolina at Wilmington to offer its first graduate program at the master's level.

BUILDINGS AND LOCATIONS

The Edwin A. Alderman Administration Building, named in honor of a native Wilmingtonian who served as president of The University of North Carolina, The University of Virginia and Tulane University, houses administrative offices. It contains offices such as: Chancellor, Vice Chancellor for Business Affairs, Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs, Accounting, Admissions, Alumni Affairs, Business Services, Career Planning & Placement, Cashier, Compliance Officer, Comptroller, Contracts & Grants, Dean of College of Arts & Sciences, Dean of Students, Development Office, Financial Aid, Graduate Office, Information Services, Payroll Officer, Personnel, Placement Office, Purchasing, Registrar's Office, and Veterans' Affairs.

Hoggard Hall, the academic building named in honor of Dr. John T. Hoggard, second president of Wilmington College, contains classrooms, the departments of Nursing, Political Science, and Sociology and Anthropology, laboratories, the Computing Center, Special Programs, Summer School Director, and faculty and staff offices.

Kenan Hall, named in honor of the late Mrs. Sarah Graham Kenan of Wilmington, is occupied by the Creative Arts Department and the Philosophy and Religion Department. It contains classrooms, faculty and staff offices, art and music studios, the music library, an electronic music studio, dramatic workshops and the S.R.O. Theatre. It also contains an auditorium with a seating capacity of approximately 100.

The Chemistry-Physics Building houses the departments of Chemistry and Physics. It is equipped with classrooms, faculty and staff offices, teaching auditoriums, and modern, well-equipped laboratories for the physical sciences.

The Arnold Kimsey King Hall houses the School of Education and Department of Psychology and contains an auditorium with a seating capacity of 191, classrooms, faculty and staff offices, and a curriculum laboratory.

The Isaac Bear Hall, completed in 1972, contains classrooms, a computer laboratory, and faculty offices for the School of Business Administration.

The Marine Science Building was completed in 1974. It houses the departments of Biology and Earth Sciences and contains classrooms, laboratories, and faculty and staff offices.

Morton Hall was named in honor of Miss Shannon Morton, Professor Emeritus, first teacher in the Department of English (1947-1963), first chairman of the Department of English, Dean of Women (1955-1965), and one of the original full-time faculty members of Wilmington College. It was completed in October 1978 and houses the departments of English, History, Mathematical Sciences and Modern Languages. The building contains classrooms, seminar rooms, faculty and staff offices, and a large auditorium.

The Sarah Graham Kenan Memorial Auditorium, a gift from the Sarah Graham Kenan Foundation, has a seating capacity of 1,000 persons. The auditorium is also equipped for use as a theatre and contains seminar rooms for the Department of Creative Arts.

Hanover Hall and Trask Coliseum, the physical education complex, provide modern facilities for the athletic activities of both men and women students, including a large playing floor with rollaway bleachers, a second athletic activity floor, offices, locker rooms and showers, and special gymnastic equipment, and faculty and staff offices.

The Raiford G. Trask Health and Physical Education Building provides the campus with a 6,000 seat coliseum as well as olympic size swimming pool and a separate diving tank. Construction was completed in the fall of 1977.

The Hinton James Student Services Building, referred to as the Pub, was named for a New Hanover County resident who was the first student to enroll at The University of North Carolina. This building contains student lounges, an assembly room, and offices for student organizations. It contains the Student Activities Office, Counseling and Testing Office, and Student Government, Seahawk, and Fledgling offices.

The University Bookstore was completed and occupied in the fall of 1977. It is centrally located on campus.

The University Cafeteria, opened in 1971, provides space for food services for both students and faculty and contains the most modern food service equipment.

The Edmond R. Galloway Residence Hall, opened in 1971, provides housing for 400 students.

The Belk Residence Hall, opened in 1976, provides housing for 200 students.

The Addison Hewlett, Jr., Residence Hall, opened in the fall of 1978, provides housing for 200 students.

Dorm '79 Residence Hall, opened in the fall of 1979, provides housing for 200 students.

University Apartments will open in the fall of 1981 and provide housing for 400 students in 13 units

Welcome

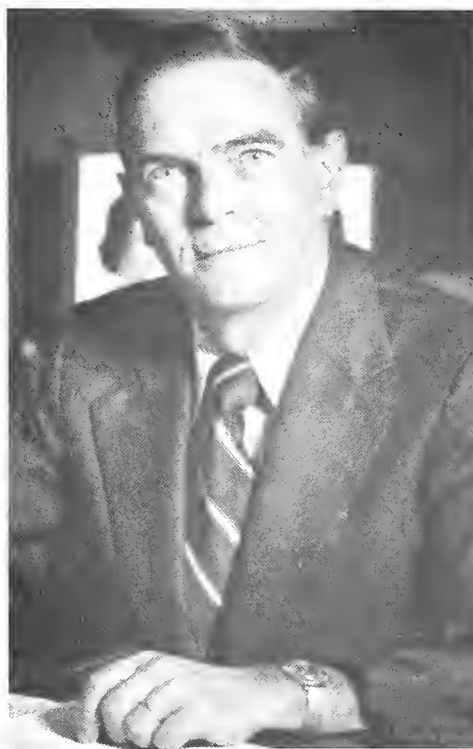
It is my pleasure as Chancellor of The University of North Carolina at Wilmington to welcome you as members of the fastest growing student body in The University of North Carolina system.

It has been my lifelong belief that the process of learning is one of the most exciting activities in which we engage as human beings. Each new fact, each new concept, each new perception, and each new perspective of beauty adds a uniquely new dimension to our lives. We often say on this campus that we are a community of scholars, and in a very real sense, I believe that is our mission.

As students enrolled here at The University of North Carolina at Wilmington, you are members of the largest segment of that community of scholars. For the remainder of this University community of scholars, may I wish you well and encourage you to dream your dreams and set your goals high.

William H. Wagoner
Chancellor

Dr. Wagoner has served as Chancellor of UNC-W since 1969. During his twelve years of leadership the University has grown from an enrollment of less than 1,500 to approximately 5,000.



SGA PRESIDENT'S MESSAGE

As the 1981-82 Student Body President, I would like to express my personal welcome to all of you attending UNC-W this fall. I would especially like to welcome all of the new incoming freshmen.

Our Student Government Association is separated into three distinct branches - the executive, the legislative, and the judicial branches. It is our duty to uphold student rights and opinions here at UNC-W. The SGA also funds around thirty-five clubs and organizations.

At UNC-W we must emphasize achievement first, but most of you will find that you will have time for extracurricular activities.

You as students have an obligation to become involved in the activities of this university. Whether you join clubs or the SGA itself - get involved.

The students are who make UNC-W - the small school with the big heart.

Charles B. Parsons
Student Government President



VICE CHANCELLOR FOR ACADEMIC AFFAIRS

Dr. Charles Cahill

Dr. Cahill came to UNC-Wilmington as Vice Chancellor for Academic Affairs in 1971. He also holds a concurrent appointment as Professor, Department of Chemistry. Prior to joining UNC-W, Dr. Cahill was Professor and Associate Dean, College of Arts and Sciences, Oklahoma City University. He received his Ph.D. from the University of Oklahoma School of Medicine.

The Vice Chancellor for Academic Affairs has comprehensive responsibility for all Academic Departments, Office of the Registrar, Special Programs, Institute for Marine Biomedical Research, Library Services, and Admissions.



VICE CHANCELLOR FOR BUSINESS AFFAIRS

Dr. Jairy C. Hunter, Jr.

Dr. Hunter was appointed Vice Chancellor for Business Affairs in September 1978. He has formerly held positions as Vice President of Administration at Broward Community College and Director of Student Services at Appalachian State University. Dr. Hunter also serves as Associate Professor of Business Administration. He received his Ph.D. from Duke University.

The Vice Chancellor for Business Affairs has comprehensive responsibility for Financial Services, Accounting, Purchasing Services, Personnel, Physical Plant Services, Campus Police, Business Services, and Housing and Food Services.



VICE CHANCELLOR FOR STUDENT AFFAIRS

Dr. William M. Malloy

Dr. Malloy has served as Vice Chancellor for Student Affairs at UNC-Wilmington for nine years. Prior to his arrival at UNC-W, he was Dean of Students at Marshall University and Lenior Rhyne College. Dr. Malloy received his Ph.D. from Ohio State University.

The Vice Chancellor for Student Affairs has comprehensive responsibility for the Dean of Students Office, Counseling and Testing, Financial Aid, Student Union/Activities, Veteran Affairs, Career Planning and Placement, Health Services, and Campus Ministry.



University Services

DEAN OF STUDENTS OFFICE

The Dean of Students Office located in 110 Alderman has the primary responsibility for orientation of new students, advising International Students, selections of students for "Who's Who Among Students in Universities and Colleges," advising non-traditional students, student discipline, the publication of the Student Handbook, residence life, advising the Student Government Association, official withdrawal from the University, and making student identification (ID) cards.

The Dean and Associate Dean invite students to come by and discuss issues relative to these and other aspects of campus life.

CAMPUS MINISTRY

United Christian Campus Ministry is a ministry provided by five denominations (Baptist, Episcopal, Christian, United Methodist and Presbyterian) for all students at UNC-W.

Working through Bob Haywood, Campus Minister, UCCM provides counseling, Bible study, retreats, worship, and special programs on specific religious, social, and personal growth concerns. He can be reached by calling 799-1160 or by leaving a message in the Dean of Students Office, 799-4330, extension 2119.

Campus Christian Fellowship, a student organization, meets in the Pub, Tuesdays at 7:00 p.m.

FINANCIAL AID

The UNC-Wilmington Financial Aid Office administers a program of financial aid which seeks to meet the needs of all enrolled students. While the program provides for the recognition of talent and outstanding student achievement, its primary objective is to assist students with demonstrated need. Financial aid is the economic assistance available to help the student meet the difference between what he or she can afford to pay and the actual costs of a college education.

Eligibility is determined by "needs analysis" and the Financial Aid Office according to federal guidelines. Applications may be picked up in the Financial Aid Office.

Forms of financial aid include grants, scholarships, loans, and employment opportunities. Interested students should consult the University catalogue and/or Financial Aid Information Booklet for detailed information on these programs.

What Are the Deadlines?

Academic year (Fall and Spring)	March 15
Fall only	March 15
Spring only	October 15
Summer	March 15

The above dates represent priority deadlines used by the Financial Aid Office in processing applications. This means that those students who have completed applications on file in

this office by those dates will receive first consideration for financial aid. A completed application consists of an institutional financial aid application, a Financial Aid Form, and all three copies of the Student Eligibility Report from the Pell Grant (Basic Grant) Program.

Academic Standing

Regulations require that awards under the various student assistance programs may not be granted to a student who is not making measurable academic progress. Accordingly, the following chart will serve to establish eligibility for payments:

Degree Students

Hours Attempted	Grade Point Average
6 to 26	1.2
27 to 58	1.5
59 to 88	1.8
89	2.0

Unclassified Students

1 to 6	1.2
7 to 12	1.5
13 to 18	1.8
19 to 27	2.0

Deferment Policy

Students who have preregistered and received a bill may obtain a deferment from the Financial Aid Office to present to the cashier to validate their preregistration. If the award allocated is less than the bill, payment covering the difference must be presented to the cashier with the deferment. Students who have received awards but did not preregister may pick up deferments at registration. All students receiving deferments must report to the Financial Aid office during the first week of classes each semester to pick up their checks and present them to the cashier.

Payment of Awards

Financial aid awards, unless otherwise indicated, will be issued in the form of a check made out to the recipient and the University. One-half of the academic year will be made payable in the fall and the other half in the spring.

Checks will be ready following the beginning of classes and must be picked up in the Financial Aid Office unless otherwise indicated. Some form of identification will be required to claim financial aid awards; no one else can pick up awards for the recipient.

Refund Policy

Any student receiving financial aid who withdraws from the University during the refund period (the first nine weeks of each regular term) will not receive a refund on financial aid funds credited to his account.

In cases where the student withdraws from the University and has already received full payment of financial aid awarded, repayment of funds may be made.



STUDENT UNION/ACTIVITIES

The Student Union/Activities department was created to assist students in planning educational, constructive out-of-class experiences, and to provide a building which would serve as the focal point for campus groups and their activities.

Located in the Hinton James Student Services Building (or "Pub"), the department is staffed by a Director and Program Coordinator. Both are available at any time to listen to suggestions about the services provided in the Pub, and to help individual students as well as student groups plan cultural, recreational and social campus activities.

The office coordinates such diverse student interests and activities as fraternities and sororities, community volunteer work, and assists with the advisement and resources of the student media, programming committees, and campus wide clubs and organizations. An activities calendar, "The Channel Marker", is published each year.

The "open door" policy of the Student Activities office makes these resource people easily accessible to all students and campus organizations.

Stop in anytime!

GOOD WOOD TAVERN

Designed and built by students, for students, this rustic, comfortable room serves as a second campus snackbar during midday, and as a unique staging area for small performances at night. It is located on the first floor of the Student Services Building, and is available to faculty, students and staff for private parties. Reservations are made through the Student Union/Activities Office.

LOST AND FOUND

Lost and found articles can best be located by checking with the Director of Student Activities. Any article found on campus should be turned into the Student Activities Office, which is located in the Hinton James Student Services Building (Pub).

CAMPUS VOLUNTEER OFFICE

The Director of Student Activities administers the campus branch of the downtown Cape Fear Voluntary Action Center. Students desiring a chance to experience service to those in need can use this office to find satisfying placement in one of the 55 agencies that serve the Wilmington area. The Campus Volunteer Office is located in the Office of Student Activities.

COUNSELING AND TESTING CENTER

Counseling and testing services are available to all UNC-W students without charge. Counseling is designed to assist students who have questions concerning their educational-vocational goals or personal problems which prevent them from realizing their potential. Counseling involves confidential interviews with a professional counselor or psychologist and the use of tests when appropriate.

As part of its services the Counseling and Testing Center offers assistance in reading-study skills improvement. It also provides personal growth experiences through group participation in such areas as life-planning, decision making, couples enrichment and communications. Students are encouraged to inquire about these services.

The Counseling and Testing Center also administers group testing programs. These includes SAT, GRE, NTE, MAT, and others.

Appointments for counseling or inquiries may be made by visiting the center in Room 106 of the Hinton James Student Services Building or by telephoning extension 2280.

HANDICAPPED STUDENTS

The University has made a concentrated effort to comply with Section 504 of the Rehabilitation Act of 1973. The Counseling and Testing Center located in Hinton James Student Services Building serves as the contact office to assist handicapped students. The University will make every effort to assist the permanently and temporarily handicapped. Assistance may range from help in the registration process to special parking permits.

CAREER PLANNING AND PLACEMENT OFFICE

The Career Planning and Placement Office, located in room 207 of Alderman Administration Building, is designed to assist students in obtaining part-time, full-time or summer employment; in developing career plans and job-search skills; and in acquiring career information and experiential learning opportunities.

The office arranges and coordinates job interviews between graduating seniors and employer representatives who are scheduled for campus visitation. Seniors interested in securing employment should register with this office early in the academic year so that they may receive relevant information and material.

Employment opportunities for other students at the university are also available through the office, ranging from part-time to full-time positions. Students who are interested in gaining employment should register with the Placement Office, listing the type of work desired, special skills, qualifications and hours available for work.

A credentials service is available to graduating seniors, without cost, through the office.

Career counseling; cooperative education and summer internships referrals; and career and employer information libraries are additional resources provided by the Career Planning and Placement Office.

OFFICE OF VETERANS' AFFAIRS

The Office of Veterans' Affairs exists to provide educational assistance to veterans and/or their dependents enrolled at The University of North Carolina at Wilmington. The OVA is concerned with the recruitment of veterans into the university and ensuring they successfully complete their educational programs. The OVA works in conjunction with other campus offices to conveniently serve the needs of veterans and dependent students.

Services to veterans and dependents include work-study positions, peer and professional counseling, community outreach services, tutorial services, and special programs for educationally disadvantaged veterans.

Veterans and dependents receiving VA educational benefits are required by the VA to pass at least one course the semester they begin their college training. All students receiving VA educational benefits are now required to come by the OVA at least once per semester. This action is necessary in order to ensure prompt correspondence between the OVA and the Veterans' Administration.

Records of progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished to the students, veterans and dependents, at the end of each scheduled school term.

The below retention chart will apply to all veterans and dependents using GI benefits for their training at this university.

Total Hours Attempted	Required Quality Point Average for Eligibility for Continuing Certification
6 to 26	1.2
27 to 58	1.5
59 to 88	1.8
89	2.0

UNIVERSITY BOOKSTORE

In addition to required textbooks and general school supplies, the University Bookstore stocks various clothing and gift items with campus insignias. Located on Street F behind the cafeteria, the Bookstore is open from 8:00 a.m. to 4:00 p.m., Monday through Friday. Special operating hours will be in effect at the beginning of each semester to accomodate the rush for textbooks.

For admission to the Bookstore a valid ID is required. The Bookstore will also cash small checks for students with a valid ID (\$20.00 limit).

WRITING CENTER

The Writing Center is located in room 203 of Morton Hall. The Center is designed to assist students who need help with any aspect of their writing. Students work at their own pace, and the center is staffed by both student tutors and faculty members. Services of the Writing Center are available to all interested students free of charge at various times both mornings and afternoons. See the English Department Secretary for a schedule of hours.

RESIDENCE LIVING

The University operates four residence halls (Galloway Hall, Belk Hall, Hewlett Hall and Dorm '79) with facilities for approximately 500 men and 500 women. Each residence hall is supervised by a head resident and resident assistants whose primary duties are to help the students on their floors adjust to university living. In addition to the four residence halls, the university will open an apartment complex in the fall of 1981. This complex will have facilities for approximately 200 men and 200 women.

Contracts

The agreement to live on campus constitutes a contract that (1) the student resides on campus for the entire academic year, (2) the student selects a dining plan, (3) the student abides by all the rules and regulations of the university as printed in the Student Handbook and the Handbook for Residence Hall Living.

The agreement may be canceled, without forfeiture of deposit, by written notification to the Housing Office by the published refund deadline date. No refund of room charges will be made once the student has officially checked in. However, a pro-rata refund on the dining portion only of the charges will be made to students who officially withdraw from the university. Students entering into this Housing Agreement in the Fall Semester are liable for the room charges for the Fall and Spring Semesters. Students may be released from the annual agreement without forfeiture of second semester room charges in the following cases: (1) withdrawal from the university, (2) proof of legal marriage, (3) proof of transfer to another university (4) graduation.

Expenses

Two room and board plans are available for residence hall students. The rates per semester are:

Room and Board Plan "A" (15 meals per week) \$822.50
Room and Board Plan "B" (21 meals per week) \$907.50

Three room and board plans are available for apartment students. The rates per semester are:

Room and Board Plan "A" (15 meals per week) \$982.50
Room and Board Plan "B" (21 meals per week) \$1007.50
Room and Board Plan "C" (10 meals per week) \$957.50

Residence hall rooms are furnished with closet, chest of drawers, bed (twin bed size), desk and chair. All apartments are furnished with oven/range, refrigerator, dining table and lounge furniture. Each bedroom is furnished with bed (twin bed size), chest, wardrobe, desk and chair. Decorative venetian blinds are provided on each bedroom window. Draperies are not needed.

Students may bring their own linens or use the linen service which furnishes the following on a weekly basis at nominal charge: 2 sheets, 1 pillowcase, 2 towels and 1 wash cloth.

Telephones

Pay telephones are available on the following floors of the residence halls:

Galloway Hall		Belk Hall	
1st floor	791-9960	1st floor	799-9957
1st floor	791-9961	1st floor	799-9960
2nd floor	791-9935	Hewlett Hall	
3rd floor	791-9843	1st floor	799-9972
4th floor	791-9829	1st floor	799-9973
5th floor	791-9934	Dorm '79	
6th floor	791-9922	1st floor	791-9877
		1st floor	791-9800

Students may sign up for individual telephone service through Southern Bell Telephone Company.





FOOD SERVICES

All students living on campus are required to purchase a meal plan. Meals are available in the cafeteria, snack bar and the Good Wood Tavern. Students residing off campus may purchase 15 meals per week, 21 meals per week or 10 meals per week. The 10-meal plan is available only to the apartment students and students living off campus.

Prices for off campus meal plans per semester are as follows:

10 Meal Plan	\$377.50
15 Meal Plan	\$402.50
21 Meal Plan	\$427.50

Weekdays:	Breakfast	7:30-9:30
	Lunch	11:00-1:30
	Dinner	4:30-6:30
Weekends:	Breakfast	8:00-9:00
	Lunch	11:00 to 1:00
	Dinner	4:30-6:00

HOUSING RULES, REGULATIONS AND POLICIES PERTAINING TO ON-CAMPUS LIVING

1. Termination of Housing and Dining Agreement - The university reserves the right to terminate any agreement, and repossess or reassign any room when in its judgment such steps are necessary to the proper conduct of its housing program. Further, the university reserves the right to make

changes of rooms and dining assignments when necessary, provided that no extra costs result to the student.

2. The residence halls are locked nightly at 12:00 midnight for security reasons. No one except residents of the respective halls will be allowed to enter after such hours. Entry for residents will be made by using the assigned key.

3. Maintenance of Student Rooms - Residents are expected to keep their rooms in a clean and healthy condition. To ensure this, periodic room checks will be made. If at any time it is determined that the state of uncleanness is at a level that state and university health standards are violated, the following action will be taken: A written notice will be given to the occupants of the room/suite describing the unacceptable condition and stating the amount of time that will be given to the occupants to clean the room/suite. If such stipulation is not adhered to, the occupants are subject to be evicted.

4. Loss, Damage or Theft of Private Property - The university is not responsible directly or indirectly for loss, damage or theft of personal property. Residents are urged to keep their rooms locked when they are not occupied.

5. Pets - Pets are not permitted in the rooms or public areas of the residence halls or apartments. This stipulations is based on state sanitation and health codes. Students are permitted to have gold fish (reasonable size tank) and/or tropical fish. There are no other exceptions!

6. Electrical Appliances - The electrical system is not designed to carry heavy overloads of electrical equipment. The maximum capacity assigned to each room is 1,000 watts.

No single appliance which exceeds 700 watts may be used. This allows for the use of most thermostatically controlled coffee pots and popcorn poppers. Hair dryers, electric shavers, radios and TV's are also allowed. As a matter of safety, open coil appliances are not allowed.

7. Refrigerators - Because of high energy consumption and lack of space, only small portable (2 cubic foot) refrigerators are allowed in the residence halls. Students desiring to rent a 2-cubic-foot refrigerator should contact the Housing Office for rental information. Students using their own refrigerators must register them with the Housing Office upon check-in at the residence halls. A \$5.00 fee per year utility fee will be charged for each privately owned unit.

8. Key Deposits - A key deposit of \$10.00 is required. A \$10.00 charge is made to rekey a room due to a lost key.

9. Cable TV Hook-Up Deposit - Belk Hall, Hewlett Hall and Dorm '79 have cable television wired to the suites. If the student desires to hook on to it they may do so by depositing \$5.00 with the Housing Office for the TV hook-up. This deposit will be refunded at the end of the academic year, if the hook-up is returned to the Housing Office at check-out.

10. Electrical Deposit - Each student living in the apartment complex must make a \$25.00 deposit for usage of electricity. Each apartment is metered for electrical usage, and the students residing in the apartment are responsible for monthly electrical service. Monthly electrical service is estimated to cost between \$15.00 and \$25.00 per student. The charge for electrical usage during the month of May will be billed to the university. The university will pay the May bill from each student's electrical deposit and refund the balance to students.

HEALTH SERVICE CENTER

As a student at UNC-W taking six or more hours of courses you are provided general outpatient medical services at the Health Service Center on campus.

Locations and Hours of Operation

The Health Service Center is located in the main lobby of Dorm '79. The Center is staffed by G. Koehncke, nurse practitioner, and C. Vangellow, physician's associate, each weekday the university is open, from 8:30 a.m. to 5:00 p.m. The phone extensions are 2386 and 2533. Please remember that except in medical emergency situations you must be seen at the Health Service Center on campus. (See paragraph "EMERGENCY PROCEDURES") The staff may then decide to send you to the general office of Wilmington Health Associates for more comprehensive testing and/or treatment.

Scope of Service

The University has entered into an agreement with Wilmington Health Associates to provide general outpatient

diagnostic and treatment services similar to those provided in their general office. These services include diagnosis and treatment of general medical disorders, common infections and venereal disease.

In addition to treatment of illnesses, the Health Service Center provides preventive medical services. Students may obtain information on how to manage simple problems such as colds and upset stomachs in the Health Center. Women's services, including birth control information, pregnancy testing, routine pelvic exams and Pap smears, are provided at the Health Service Center without charge during regular Health Center hours. Outpatient physician services provided at Wilmington Health Associates and the Health Service Center are covered by this agreement. Laboratory work, chest X-rays, medications and supplies normally provided for patients as a part of an office visit are also covered by the agreement.

Upon referral by the Health Center, it is the student's responsibility to provide his own transportation to Wilmington Health Associates.

It is important to note that any inpatient hospital expenses, hospital emergency room charges, or fees incurred in the treatment by non-Wilmington Health Associates physicians are borne by the student. Routine problems whenever possible should be handled during the regular hours at the Health Service Center as an emergency room visit for a simple problem may be very expensive. It is therefore very important that students avail themselves of the Student Health Insurance Policy available through the Student Affairs Office or through his or her family health insurance coverage.

Emergency Procedures

1. Notify the University at once. Ms. Koehncke and Miss Vangellow are located in the Student Health Center which is adjacent to the main lobby of Dorm '79. The extensions are 2386 and 2533. A family nurse practitioner or physician's assistant is on the campus from 8:30 a.m. until 5:00 p.m. daily, and at other hours or on weekends call the Wilmington Health Associates physician on call at 763-8251.

2. Students involved in serious accidents or who appear to be seriously ill and/or require immediate hospital emergency care should be taken to New Hanover Memorial Hospital as quickly as possible in a private car or by rescue squad. Campus security personnel can also be of great assistance to you in these emergency situations. In all such cases, the physician on call from the Wilmington Health Associates office should be notified. This physician is available 24 hours a day. He will personally provide emergency treatment for serious medical problems or in cases when the nature of the illness or injury or other circumstances warrants it, he will assist in obtaining care from a qualified physician.

Student Identification

To assure that you receive the medical services you are entitled to without receiving a bill, it is necessary that you be prepared to show your student ID card when referred to the general offices of Wilmington Health Associates by the Health Service Center.



RANDALL LIBRARY

The William Madison Randall Library, completed in January 1969, is named for the President Emeritus of Wilmington College. It has a seating capacity for more than 600 readers and space for approximately 225,000 volumes. The Library collection contains over 200,000 volumes shelved on open stacks according to the Library of Congress classification system. Rare and unique items are housed in the Helen Hagan Rare Book Room. Some 2,900 serial publications are regularly received, and extensive back files are maintained in bound volumes or microform. Coin operated machines for copying microforms and printed material are available.

The Randall Library is a partial depository for United States government publications, and the collection of documents now consists of approximately 15,000 items.

An audio-center with 18 listening positions and a wide variety of recordings is available for class assignments and personal enjoyment. Two seminar rooms and a conference room are available for meetings of small groups, and a 70-seat auditorium is equipped for all types of audio-visual use. Lockers are provided for students doing honors work and other special projects.

The Library is open at least 90 hours per week during the two regular academic sessions and librarians trained in reference service are available to provide information and reader guidance services to students and faculty. The hours are 8:00 a.m.-11:30 p.m., Monday through Thursday; 8:00 a.m.-6:30 p.m., Friday; 9:00 a.m.-5:00 p.m., Saturday; and 2:00 p.m.-11:30 p.m., Sunday. The Library will post extended operating hours during examination periods.

Students are requested to learn the Library's policies and operational procedures and to use the Library within these necessary guidelines. Suggestions related to the Library's policies are always welcome and are actively solicited.

CAMPUS POLICE

The UNC-W Campus Police is comprised of eleven sworn officers and thirteen student security personnel. The sworn officers are commissioned under Article 74A of the North Carolina General Statute which gives them the same powers as a county and municipal police officer while on campus. A minimum of 260 hours of police-related training is required for this commission. Twenty-four hour patrol is provided by sworn officers augmented by student security with radio communication at all times.

In addition to providing security, the Campus Police offers several services to the student population. The services include escort service, film and lectures on crime awareness and prevention, operation ID and safety tips. All of these services are free of charge and the students are urged to participate.

OFF-LIMITS PROPERTY

The eastern section of the University's property, which is undeveloped, should not be used for any purpose by students.

Comprising approximately 60 percent of the total campus, the area is posted with "No Trespassing" signs, which should be observed.

Service Directory

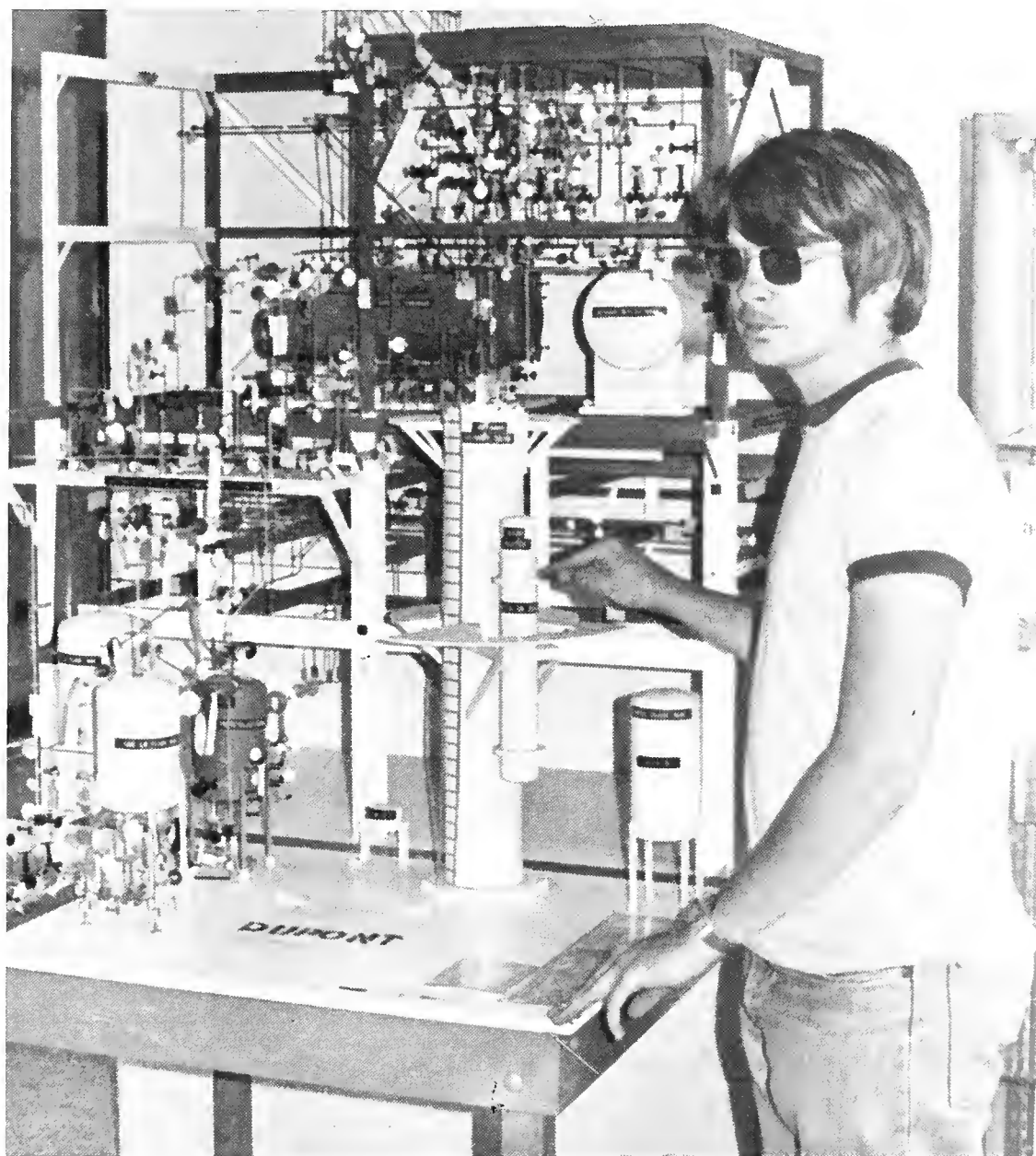
Academic Advising — Freshmen	Academic Advising Center (Library)
Sophomores, Juniors and Seniors	Advisor
Address Change	Registrar's Office, A-108, and Dean of Students Office, A-110
Alumni Information	Development Office, A-217
Audit Application	Registrar's Office, A-108
Advisor Assignments	Departmental Secretary
Campus Minister	Dean of Students Office, A-110, or Wilmington Baptist Association, 799-1160
Cashing Checks	Bookstore (\$20.00 limit)
Catalogues	Vice Chancellor for Student Affairs, A-109, or Dean of Students Office, A-110
Certification of Student Status	Registrar's Office, A-108
Clubs and Organizations	Student Activities, Hinton James Student Services, room 101
Counseling	Counseling and Testing, Hinton James Student Services, room 106
Course Change	Advisor
Dropping a Course	(1) Instructor, (2) Advisor, and (3) Card turned in to Registrar's Office, A-108
Graduate Office	A-111
Graduation Application	Registrar's Office, A-108
Graduate Record Exam	Counseling and Testing, Hinton James Student Services, room 106
Handicapped Services	Counseling and Testing, Hinton James Student Services, room 106
Health Information Services	Vice Chancellor for Student Affairs, A-109 or Dean of Students Office, A-110
Honors Program Application	Registrar's Office, A-108
Housing Information (On-campus)	Housing Office, Belk Residence Hall
Housing (Off-campus)	Student Activities Bulletin Board, Hinton James Student Services
Infirmery (Health Services Center)	Dorm '79
ID Cards	Dean of Students Office, A-110 (9:30 a.m. to 10:30 a.m. & 3:30 p.m. to 4:30 p.m.)
International Student Advisor	Dean of Students Office, A-110
Loans and Grants	Financial Aid Office, A-104
Lost and Found	Student Activities, Hinton James Student Services, room 101
Change of Major	
In College of Arts & Sciences (Sophomores, Juniors & Seniors)	A-112
All Freshmen	General College Advising, Library
Business	School of Business
Education	School of Education
Meal Card Replacement	Cafeteria
Meal Plan Information	Housing Office, Belk Residence Hall
Name Change	Registrar's Office, A-108, and Dean of Students Office, A-110
Out-of-State Appeals Applications	Admissions Office, A-101 Dean of Students Office, A-110, and Registrar's Office, A-108
Parking Decal	Belk Residence Hall
Part-time Job	Career Planning and Placement, A-207
Payment of Tuition and Fees	Cashier's Office, A-211
Physical Forms (Blank)	Admissions Office, A-101, or Dean of Students Office, A-110
Physical Forms (Completed)	Turned in to Physical Education Department
Postal Services	Behind Hoggard Hall
Re-enrollment Applications	Admissions Office, A-101
Repeat a Course Application	Registrar's Office, A-108
Room Reservations	Special Programs, H-119
Scholarships	Financial Aid Office, A-104
Schedules for Pre-registration	Registrar's Office, A-108
Schedule Conflict	Registrar's Office, A-108
Social Security Forms to be filled out	Registrar's Office, A-108
Student Government Association	Hinton James Student Services, room 201
Summer School Information	Special Programs, H-119

Testing	Counseling and Testing, Hinton James Student Services, room 106
Traffic Fines	Cashier's Office, A-211
Transcripts	Registrar's Office, A-108
Tutoring	Check with Departments
Validation of ID Stickers	Vice Chancellor for Student Affairs, A-109, and Dean of Students Office, A-110
Veterans' Information	Veterans' Affairs, A-105
Volunteer Information	Student Activities, Hinton James Student Services, room 101
Withdrawal from the University	Dean of Students Office, A-110
Work-Study or Work Assistant	Financial Aid Office, A-104
Xerox Copies	Hinton James Student Services, Library or Computing Center

Telephone Directory

MAIN SWITCHBOARD - 791-4330

Accounting	2149	Financial Aid	2177	Personnel	2160
Accountancy, Dept. of	2509	Fledgling Office	2458	Philosophy & Religion	2406
Admissions	2130	Food Services	2534	Physical Plant	2101
Advising Center	2245	General College Advising Center	2245	Physics	2462
Alumni Affairs	2171	Geography	2490	Police (Campus)	2184
Athletics	2230	Geology	2490	Political Science	2220
Biology	2487	Graduate Studies	2137	Postal Services	2182
Bookstore	2188	Grants & Contracts	2167	Printing Services	2183
Business Services	2168	Health, Physical Education & Recreation	2250	Psychology	2370
Cafeteria	2534	Health Services	2533	Purchasing	2156
Campus Police	2184	History	2307	Records Office	2126 & 2125
Career Planning & Placement	2174	Housing	2178	Residence Halls	
Cashier	2164	Infirmery	2533	Belk Hall	2531
Central Stores	2181	Information Services	2171	Dorm '79	2265
Chancellor	2000	Institute for Marine Biomedical Research	245-3721	Galloway Hall	2530
Chemistry	2450	Institutional Research	2520	Hewlett Hall	2532
Compliance Officer	2116	Intramurals	2261	Safety Office	2108
Comptroller	2139	Kenan Auditorium Manager	2442	School of Business	
Computing Center	2540	Kenan Auditorium Ticket Office	791-9695	Administration	2501
Continuing Education	2194	Library Services		School of Education	2350
Counseling & Testing	2280	Administrative Office	2270	Seahawk Office	2229
Creative Arts	2415	Director	2270 & 2271	Sociology & Anthropology	2420
Art	2415	Acquisitions	2199 & 2276	Special Programs	2192
Communications	2440	Cataloguing	2275	Sports Information Director	2236
Drama	2440	Circulation	2272	Student Activities	2285
Music	2390	Interlibrary Loans	2273	Student Affairs	2117
Criminal Justice	2432	Reference	2760	Student Government Association	
Curricular Studies	2366	Serials	2273	Office	2553 & 2554
Dean of College		U.S. Government Documents	2277	Summer School Director	2196
of Arts and Sciences	2111	Management & Marketing	2510	Trask Coliseum	2233
Dean of School		Mathematical Sciences	2290	Pool	2237
of Business Administration	2501	Minister (Campus)	2117	Locker Room	2240
Dean of School of Education	2350	Modern Languages	2340	UNC-W Foundation	2170
Dean of Students	2119	News Bureau	2171	Veterans Affairs	2136
Development Office	2169	Nursing	2200	Vice Chancellor	
Director of Business Services	2168	Payroll Officer	2163	for Academic Affairs	2137
Director of Graduate Studies	2137			Vice Chancellor	
Earth Sciences	2490			for Business Affairs	2151
Economics & Finance	2510			Vice Chancellor	
Education, Design and Management	2350			for Student Affairs	2117
Engineering	2490			Writing Center	2549
English	2320				



Academics

ACADEMIC REGULATIONS AND PROCEDURES

PREREGISTRATION

Preregistration for those students currently enrolled is held each semester. Students who complete preregistration and pay fees by the designated date are registered except in the event that they are declared academically ineligible at the end of the preceding semester.

To preregister, you must complete the following steps:

1. Obtain Class Schedule Card from advisor when you go for appointment to plan schedule.
2. Pick up Master Registration Card on date your class is scheduled to preregister.
3. Go to each department listed on your schedule to get course card and department approval. You must have your Master Registration Card before you pick up course cards. Check course card to be sure it is for the course number and section you desire.
4. Return Master Registration Card in to the Registrar's Office by the designated date.

YOU WILL NOT BE PREREGISTERED UNLESS YOUR PACKET IS TURNED IN BY THE DESIGNATED DATE.

Payment of Fees for Preregistration

Bills will be mailed a few weeks after preregistration. If you do not receive a bill, check with the Registrar's Office (prior to the payment date).

All scholarships, loans, credit balances, etc., must be verified through the Financial Aid Office and validated by the Cashier's Office. Failure to give proper notification to these offices prior to the payment date will result in cancelation of preregistration.

YOUR PREREGISTRATION WILL BE CANCELED IF PAYMENT IS NOT MADE BY THE DESIGNATED DATE.

REGISTRATION

Registration is limited to the time period specified in the University calendar of events. Classes may not be added after the last day of registration. Students may take 12 to 18 hours without restriction. Students who have a cumulative quality point average of 3.5 may be allowed, with special permission of the appropriate dean, to carry a maximum of 21 semester hours.

GRADUATION REQUIREMENTS

Application for graduation must be filed in the Office of the Registrar on or before the dates specified in the University calendar.

Students may qualify for the bachelor's degree by completing successfully (1) the basic studies requirements, (2) an approved course of study in an area of concentration, (3) a total of 124 semester hours of credit, and (4) a minimum quality point average of 2.0. The final 15 hours of credit required for the concentration must be completed at The

University of North Carolina at Wilmington.

Graduation will be certified at the end of the term in which all academic requirements are completed, providing the final 30 hours of course credit are completed at the University at Wilmington. Upon completion of all requirements, the student will receive either the Bachelor of Arts or the Bachelor of Science Degree.

Participation in the graduation exercises is required of all eligible students unless excused by the Dean of Students Office. All August and December graduates are invited to participate in commencement exercises which are held after the spring semester.

Caps and gowns are required for commencement exercises and may be picked up at the Bookstore approximately one month before commencement. Also, announcements may be purchased at the Bookstore.

All University fees and fines must be paid prior to granting diplomas.

CLASSIFICATION OF STUDENTS

Students are classified as freshmen, sophomores, juniors, and seniors. Semester hours passed are used to determine these classifications. In order to graduate in 8 semesters, a student must average 15 to 16 hours per semester. The required number of hours passed for each classification is as follows:

Less than 27 semester hours credit - Freshman
From 27-58 semester hours credit - Sophomore
From 59-88 semester hours credit - Junior
More than 88 semester hours credit - Senior

TRANSCRIPTS

All students are entitled to one official transcript of their work without charge. Additional copies of the transcript at a cost of \$1.00 each may be obtained upon written request to the Office of the Registrar.

CLASS ATTENDANCE

Students are expected to be present at all regular class meetings and examinations for the courses in which they are registered. When a student is absent from class to the extent that his success in the course is jeopardized, the instructor will inform in writing both the student and the appropriate dean. The number of absences allowed for a course will be determined by the individual instructor. It is the responsibility of the instructor, during the first week of class, to inform the students of his policies concerning class attendance and grading.

GRADE APPEAL PROCEDURE

Any student who protests a course grade shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined below. Such appeal must be made not later than the last day of the next succeeding regular semester.

The student shall present the appeal in writing to the chairman of the department within which the protested grade was awarded. By conferring with the student and the instructor, the chairman will seek resolution by mutual agreement.

Failing such resolution, the department chairman will transmit the written appeal to the appropriate dean, who will convene the Grade Appeals Committee.

The Grade Appeals Committee will consist of the convening Dean and five faculty members appointed by the Dean. If the Committee affirms the instructor's decision, the Dean will notify in writing the faculty member, the student, and the department chairman as appropriate. If the Committee supports the student's appeal, it shall prescribe the method by which the student will be re-evaluated. If the re-evaluation results in a grade change, the established Course Grade Change procedure will be followed. The grade resulting from the re-evaluation is final and may not be further appealed.

ACADEMIC HONOR CODE

The University of North Carolina at Wilmington is committed to the proposition that the pursuit of truth requires the presence of honesty among all involved. It is therefore this institution's stated policy that no form of dishonesty among its faculty or students will be tolerated. Although all members of the University community are encouraged to report occurrences of dishonesty, each individual is principally responsible for his own honesty.

The University Academic Honor Code makes the following provisions for incidence of academic dishonesty:

a. Plagiarism - Is the act of taking the work of someone else and passing it off as one's own. It is doubly unethical, since it deprives the true author of his rightful credit and then gives that credit to one to whom it is not due. It is thus a form of thievery as well as fraud, and is thus totally out of place in an institution of higher learning.

b. Judicial System - In order to enforce the policy of academic integrity, a mechanism for handling violations is provided. To ensure justice and protect individual rights, a two-court system consisting of an Academic Court and a Court of Appeals is employed.

c. Judicial Procedure

1. Out-of-Court Settlement - When an instructor suspects a student of academic dishonesty, the first avenue of resolution may be private. If the penalty proposed by the instructor is acceptable to the student, the incident can be dropped; the instructor must, however, be sure the student is aware of the option to go through the courts. Instructors may, at their discretion, let the court decide the case.

II. Initiating Court Action

1. The Student Attorney General is contacted by either party and becomes responsible for gathering data pertinent to the case.

2. After meeting with both parties, the Attorney General determines a mutually agreeable date for their appearance before the Academic Court.

3. The Defendant must be allowed a reasonable time to prepare for defense. However, all cases should be handled expeditiously so that court proceedings should be under way within two weeks of the initial charge.

III. Suggested Penalties for Proven Offenses

1. If the court finds the student innocent of the charge, the instructor involved must acknowledge the student's innocence and ensure fair treatment of the student.

2. If the defendant is found guilty of the charge, the court suggests a penalty, considering all circumstances in the case. Either failure in the course or suspension for the remainder of the semester is generally appropriate for an offense of academic dishonesty.

IV. Implementation

1. Following settlement of a case, notification of the outcome of the case and the suggested penalty, if appropriate is sent to the defendant, the faculty member involved, the Academic Dean and the Chancellor. A copy of this notification is placed on file in the Student Affairs Office along with other records of the proceedings.

2. The authority to determine the course grade resides with the instructor, subject to the existing grade appeal process.

3. The authority to suspend or expel resides with the Chancellor.

DEAN'S LIST

Grade point average of 3.5 or better with no grade less than B is required for students taking 12-14 hours. Grade point average of 3.2 or better with no grade less than B is required for students taking 15 or more hours.

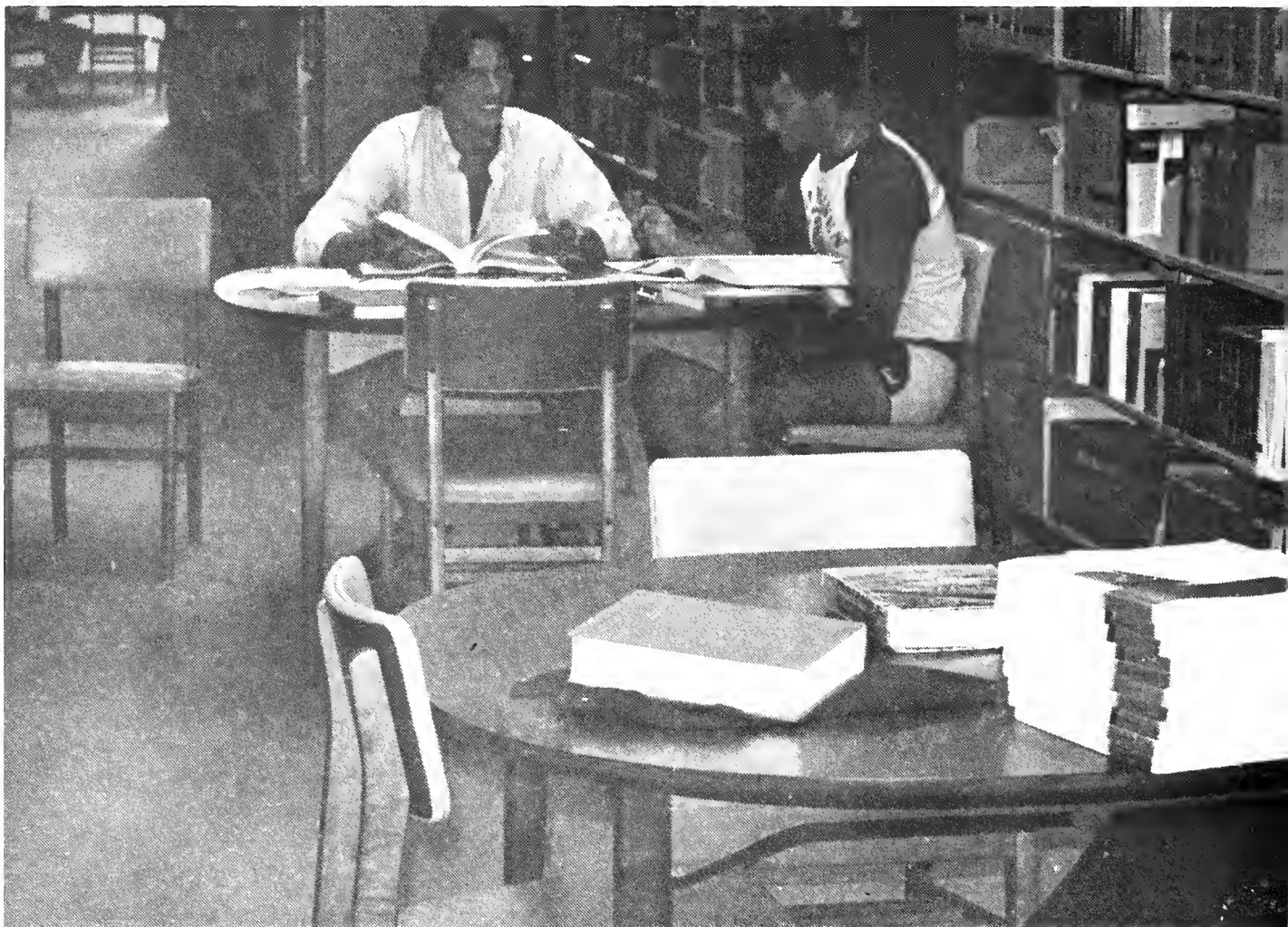
GRADES AND REPORTS

The University of North Carolina at Wilmington uses the quality point system and semester hour credit for calculating student achievement. Grade symbols used are A-excellent, B-good, C-average, D-passing, F-failure, I-incomplete, WP-withdrawal passing, WF-withdrawal failing.

Quality points are assigned as follows: 4 for a grade of "A"; 3 for a grade of "B"; 2 for a grade of "C"; 1 for a grade of "D". No quality points are given for a grade of "I", "F", "WP", or "WF". The quality point ratio is determined by dividing the accumulated number of quality points earned by the accumulated number of semester hours attempted. Hours attempted for which a grade of "I", "F" or "WF" has been assigned must be included in this calculation.

At the discretion of the instructor, a student may be given a grade of incomplete when the work in the course has not been completed for reasons beyond the control of the student. All incomplete grades must be removed according to a deadline established by the instructor, not to exceed one calendar year from the end of the semester in which the incomplete was given; otherwise, the "I" becomes an "F".

Grade reports are mailed to the student at the end of each



CHANGE OF NAME AND ADDRESS

It is the obligation of every student to notify the Office of the Registrar and the Office of the Dean of Students of any change in name or address.

For more academic information consult the College Catalogue.

ARMY ROTC

Army ROTC is now offered at UNC-W. Its office is located in room 107 of the Hinton James Student Services Building. For more information, call the office at 791-1133.

ACADEMIC REGULATIONS - GRADUATE STUDENTS

Registration

Registration is held usually between 4:30 p.m. and 5:30 p.m.

It is always at a different time from undergraduates. Registration is held in Alderman Building.

Drop/Add

The card must be signed by the Advisor and the Instructor, and turned in immediately to the Office of the Director of Graduate Studies for approval.

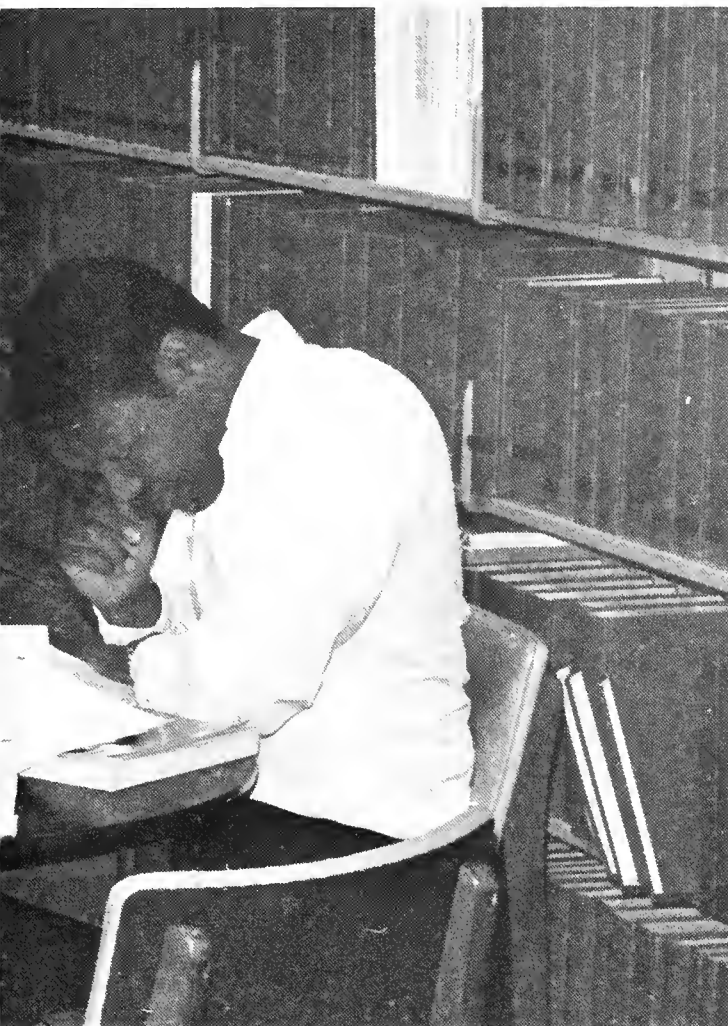
Withdrawal

To withdraw officially, a student must come to the Graduate Office in Alderman Building and complete a permit to withdraw.

WITHDRAWAL POLICY

A student may withdraw from the University of North Carolina from any course during the period of registration without having a grade entered on the academic record.

During the semester, forms requesting a "WP (withdrawal passing)" or "WF" (withdrawal failing) must be filed in the



Registrar's Office on or before the dates specified in the University academic calendar. A grade of "WP" will not affect the grade point average. During the last five (5) weeks of the semester, a student who withdraws from the University or from individual courses will receive a grade of "F".

Students who withdraw from all their courses should fill out an Official Withdrawal Form in the Dean of Students Office, Alderman 110.

Graduate students withdraw in the Graduate Office, Alderman 111.

DIRECTORY INFORMATION RELEASE

The University of North Carolina at Wilmington has routinely made public certain information about its students. Some typical ways this has been done include the following: names of students who are selected by the various honorary societies, who receive scholarships, who make the Dean's List, who hold offices, or who are members of athletic teams are frequently made public. The annual commencement program publishes the names of persons who have received

degrees during the year.

The Family Educational Rights and Privacy Act defines the term "directory information" to include the following categories of information: the students' name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The University will make public information about each student limited to these categories in ways such as those described above. Of course, information from all these categories is not made public in every listing.

Students who do not wish to have any or all of such "directory information" made public without their prior consent must notify the Office of the Registrar, The University of North Carolina at Wilmington, of this fact in a signed and dated statement specifying items not to be published. This notice must be received by the Office of the Registrar by the end of the registration period for the semester or session of first enrollment or, after an absence, or of re-enrollment and by the end of each fall registration period thereafter.

RESIDENCY STATUS FOR TUITION PAYMENT

Residency status for tuition purposes is defined in the North Carolina General Statutes as follows:

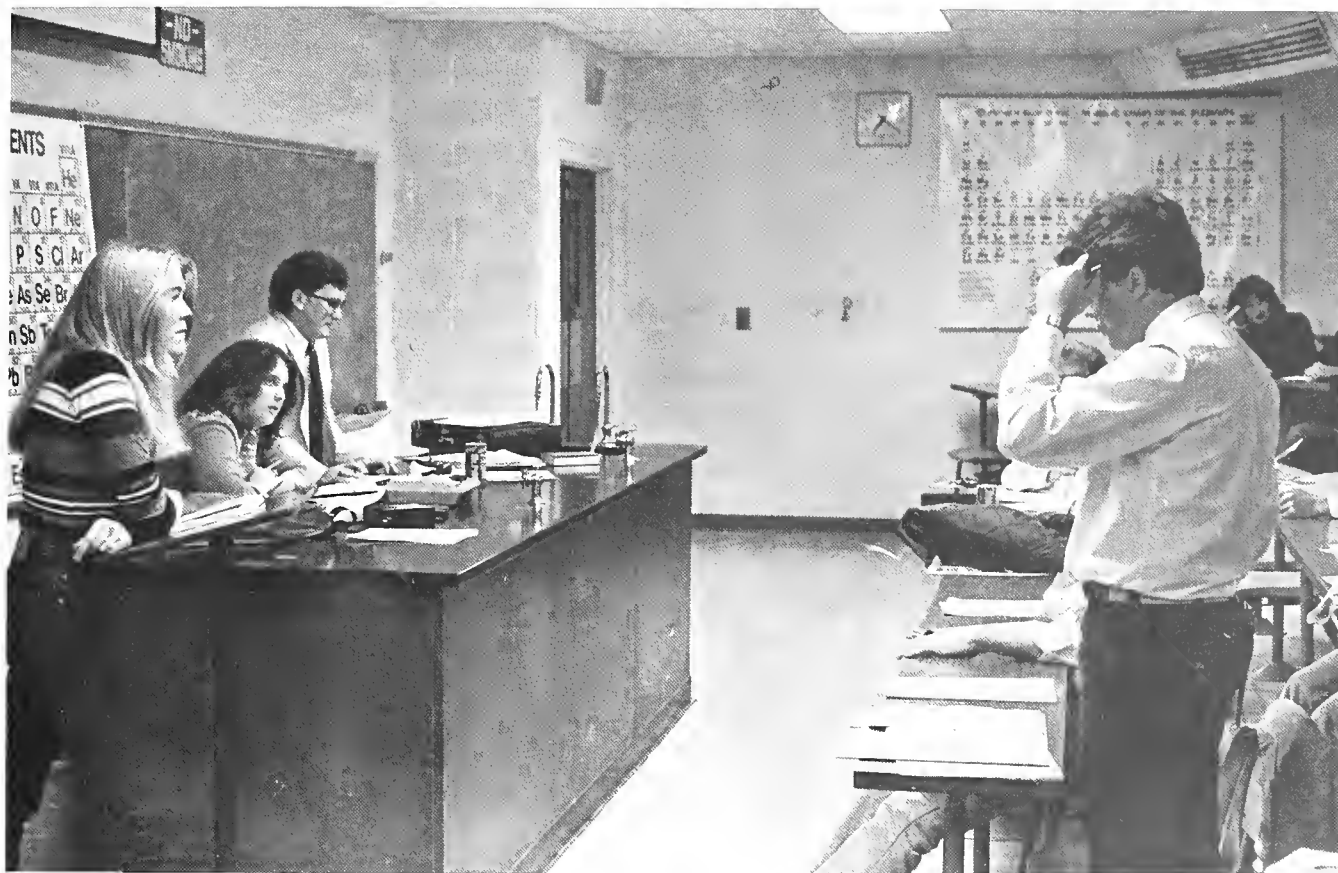
To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of the State, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of the State, this fact shall be prima facie evidence of non-domiciliary status of the individual. (G.S. 116-143.1)

The initial classification of students as in-state or out-of-state residents for tuition purposes is made by the Office of the Director of Graduate Studies. Appeals for in-state status may be made to the campus appeals body, Out of -State Tuition Appeals Committee. University regulations governing residential classification of students are set forth in detail in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." Each enrolled student is responsible for knowing the contents of this manual. Students who are interested in referring to this manual, can do this by going to the undergraduate Admissions Office, Dean of Students Office, or Registrar's Office.

Applications for Residence and Tuition Status can be obtained from the Admissions Office, Dean of Students Office, or Registrar's Office. After completing the application this must be turned into the Registrar's Office.



Student Life



STUDENT GOVERNMENT ASSOCIATION

A central part of student life at the University is the Student Government Association. Executive officers are elected by the student body each spring, and legislative representatives are elected from each class and at large in the fall and spring.

The SGA is a democratic organization, its constitution modeled after the federal and state constitutions. Through SGA, students can express their opinions on matters vital to the University, working to serve the best interests of the University community. SGA is the major channel for student impact on decisions which affect the University, with the SGA president serving on the University's Board of Trustees as a voting member.

Copies of the SGA Constitution are available in the SGA office, upstairs in the James Student Services Building (Pub). Also available are details on upcoming SGA elections and opportunities to serve in a variety of student positions in University committees as well as in-house SGA committees.

There is a full judicial branch of SGA, too, whose members are elected or appointed.

SGA charters all clubs and organizations which operate within the University.

SGA is most visible during its weekly Student Senate meeting, held Thursday nights at 7 p.m. in the Chemistry-Physics Building.

UNIVERSITY PROGRAM BOARD

The University Program Board is a committee of crazy, insane, highly energetic, creative students dedicated to the task of bringing quality entertainment to the university. The Board is designed to streamline the method of programming and coordinate student efforts to offer a broad range of cultural, entertaining and social activities.

UPB programming includes films, lectures, concerts, dances, coffeehouses, performances, fine arts programs and many special events.

Events that the UPB has sponsored in the past include a rip roaring Halloween Dance, the legendary Block Party, and the incredible Seaside Jam, a day-long event of fun, sun and good music, as well as a benefit for the Save the Whales Campaign.

The UPB experience includes planning each event as well as seeing it through to reality. To become a part of the effort, students are invited to join one or more of the UPB Committees: Concert, Dance, Fine Arts, Coffeehouse, Lecture, Special Events, Graphics, and Public Relations. Information concerning either the University Program or the Office of Student Activities are both downstairs in the Pub.

If you are unable to join the organization, but still are concerned about student programming, contact any of the UPB members and share your ideas. They're always glad to listen.



RESIDENCE LIFE ASSOCIATION

The Residence Life Association purposes are:

To promote a favorable environment for study, relaxation and fellowship; to plan and implement social, recreational, cultural and educational programs for the residence life students; to help maintain wholesome and pleasant living conditions in the residence life areas of UNC-W; to seek, maintain and enhance reciprocal channels of communication between the residence hall students, the faculty, administration and the general public.

All students residing in on-campus housing at The University of North Carolina at Wilmington will be able to participate in this association.

ID CARDS

ID Cards, which are used for admittance to University

functions and for the purpose of identification on and off campus. ID's are made during the first days of the semester. Students should take note that this is permanent card which is updated with a color-coded sticker each semester. ID cards must be validated each semester by the Dean of Students Office, Alderman 110. ID cards are required for all students enrolled.

There is a \$3.00 charge to make a duplicate ID card in the event the original is lost. Replacement ID cards will be taken in the Dean of Students Office, Monday-Friday, 9:30 a.m. - 10:a.m., and 3:30 p.m. - 4:30 p.m.

ID's are used for: checking books out of the library, admittance to the Bookstore, eating in cafeteria (with meal card), cashing checks at the Bookstore (\$20.00 limit), voting at student elections, picking up diplomas at Registrar's Office, and picking up checks at the Financial Aid and Cashier's Office, etc.

ID's are made the first few days of registration in the Pub, and afterwards, in the Dean of Students Office.

INTRAMURALS

Objectives of the Intramural Program

The Intramural Office conducts a program of wide and varied activities to provide students the opportunity to participate in organized individual and team activities. The program does not require the intensified training and high degree of skill associated with varsity athletics. An individual's playing ability is not considered as important as the desire to enter into the true spirit of competition and good sportsmanship.

Insofar as it is possible, the intramural program will attempt to contribute to the student's overall educational experiences in the following ways:

1. Secure for the individual organic vigor, strength, endurance, and emotional readiness through competition in activities that are enjoyable, serve to relieve tensions, and encourage companionship.
2. Provide an opportunity to participate individually or on a team in a wholesome program.
3. Provide an opportunity to participate in activities which will carry over into later life.
4. Provide an opportunity for the development of sportsmanship and a respect for the will of others.

How to Enter Intramural Activity

I. Steps to Follow

1. Check IM Bulletin boards for; (a) yearly calendar; (b) biweekly calendar; (c) entry deadlines; (d) starting dates. Check activity information sheets which precede each activity for exact dates. Check the moving message board in the cafeteria.

2. For all activities, secure entry blanks from the IM office.

3. Check on the eligibility of your team personnel

4. List the names of your team members on the entry form. List a phone number for the manager.

5. Return the completed entry form personally to the IM office on or before the designated entry deadline. Entry forms will not be accepted through the mail.

6. If you do not wish to organize a team, but wish to play on one, contact the IM office.

II. Mandatory Team Captain's Meeting - (Most activities have required meetings).

1. Season schedules, rules, and other necessary information are distributed.

2. Teams not represented at the team captain's meeting will not be eligible for competition. The representative must be the team captain or a member of the team and their name must appear on the roster.

3. Dates for meetings will be distributed on activity information sheets and bulletin boards.

Policy

When an individual participates on an intercollegiate team (varsity or junior varsity) through the first team cut, s/he forfeits the right to intramural participation in that sport, and closely related sports (i.e. basketball, free throws, one-on-one, three-on-three) for the remainder of the current academic year and the following academic year. Following the "lay out" year the individual may re-enter the "intramural ranks" with no restrictions.

Sportsmanship

A part of the philosophy of the intramural program is that good sportsmanship is vital to the conduct of every contest. In order to encourage proper conduct during games, officials, supervisors, and administrative personnel shall make decisions on whether to warn, penalize, or eject players or teams for poor sportsmanship. These decisions are final. The University Intramural Advisory Committee will rule on further penalties to be prescribed as a result of unsportsmanlike conduct. The following are considered to be evidence of unsportsmanlike conduct.

Profanity.

Unnecessary delay of game.

Striking or shoving an opponent (automatic ejection from the game).

Arguing with officials concerning decisions (discussion is allowed as long as it is done in a mature manner by the team captain only.)

Derogatory and abusive remarks toward an opponent, official, or spectator.

Any action which is intended to injure physically an opponent.

Any action which shows disregard for the rules or policies of the intramural program.

Divisions of Intramural Competition

All activities provided by the IM Department have the potential of having three divisions: men's, women's and Co-Rec. The number of divisions is determined by the interest indicated by the number of entries.

Awards

Certificates are awarded to league champions and runners-up and to the overall champions and runners-up.

VARSITY CHEERLEADERS

Cheerleaders are chosen at the beginning of the fall semester and tryouts are open to all students. Those selected represent the University at both home and away games for all major sports.

ATHLETICS

The University holds membership in the National Collegiate Athletic Association and the Association of Intercollegiate Athletics for Women. There are seven intercollegiate teams fielded for men and seven for women as shown below:

Men's varsity sports include: Soccer, basketball, tennis, golf, baseball, swimming and cross-country.

Women's varsity sports include: Volleyball, basketball, tennis, golf, softball, swimming and cross-country.

A tryout period is held by each sport for students who are interested in participating in varsity sports.

TENNIS COURTS

The tennis courts, located beside Hanover Hall Gymnasium and behind Galloway Hall, are available for all students, faculty and staff who desire to use them. A valid ID is required. Courts are generally open from 3 to 9 p.m. or at any time there are not physical education classes scheduled.

EXERCISE AND TRAINING FACILITIES

The weight training and exercise facilities of Trask Coliseum are available throughout the day to members of the University community. Consult the management of Trask for rules and

regulations governing use of these facilities.

SWIMMING AND DIVING

The pool facilities of Trask Coliseum are available to students, faculty and staff at various hours of the day. Free swim hours are posted, and a diving tank is also available. Check pool regulations before planning to use the facilities to assure you have the proper gear and attire.

Check bulletin boards in pool area for updates and time changes in free swim hours.

HANDBALL AND RACQUETBALL

The handball and racquetball courts are available for student use during non-class hours. Courts must be reserved prior to use on the same day you wish to play. Equipment is provided for your use and may be obtained for play by presenting a valid ID to the attendant.

BASKETBALL AND VOLLEYBALL COURTS

During the afternoon and evenings during non-class hours, space is available for practice on the basketball and volleyball courts in Hanover Hall Gymnasium. Time for court usage fluctuates depending on intramural sports schedules.



UNIVERSITY THEATRE

The University Theatre is an educational theatre dedicated to the creative advancement of the dramatic arts. Four major plays are presented during the academic year with experimental work produced on demand.

The major concern of the University Theatre is to provide a place for students to expand their theatrical curiosity from the standpoint of educational, recreational and experimental outlets indigenous to the theatre, onstage, backstage and before the stage.

For information concerning auditions and performance contact Division of Drama of the Department of Creative Arts.

THE UNIVERSITY READERS THEATRE

The University Readers Theatre offers students an opportunity to participate in the group performance of literature. Readers experience the imaginative process of bringing literature to life, from short stories and novels to poetry and drama.

For information concerning auditions and performances, contact Professor Carole Tallant, Division of Speech Communication, Department of Creative Arts.

UNIVERSITY INSTRUMENTAL ENSEMBLES

The University Pep Band is open to all students and plays for most home basketball games. Credit for performance in this ensemble is available. Contact Harry McLamb, Division of Music, Department of Creative Arts for Further information.

The UNC-W Wind Ensemble is organized each semester to provide instrumental music experience for those students who desire it. Membership is open to any student who has had instrumental experience, with the approval of the director, and participants may earn credit. Participation by non-music majors may be supplemented by private lessons, also for credit. The University Wind Ensemble presents concerts each year and participates in the stage productions of the Creative Arts Department.

UNIVERSITY VOCAL ENSEMBLES

The UNC-W Concert Choir is organized each semester to provide vocal musical experience for those students who desire it. Membership is open to any student in the University with the approval of the director, and any participant may earn credit. Participation of non-music majors may be supplemented by private lessons, also for credit.

The University Concert Choir and its small ensemble, The Chamber Singers, regularly provide music for University functions, appear on radio and television, and act as ambassadors from the University at a wide spectrum of community functions.

UNC-W COMMUNITY ORCHESTRA

The UNC-W Community Orchestra seeks to give citizens as well as students the opportunity to use their musical talents in a cooperative endeavor. Four concerts are given during the school year. Rehearsals are held each Tuesday evening from 7:30 p.m. to 9:30 p.m. UNC-W students receive one credit

hour per semester. Interested students should contact William Adcock in Kenan Hall, Room 116.

NON-TRADITIONAL STUDENTS

The University is aware of the growing presence of non-traditional students on campus. The term "non-traditional" refers to unclassified, continuing education, and graduate students who are pursuing a college education after an absence of several years. Approximately one-fourth of the student body consists of students 25 years or older.

Non-Traditional students are encouraged to become active in every aspect of campus life. In an effort to meet the needs of the students, the University has designated the Associate Dean of Students as the contact person. If you have any problems they should be directed to the Dean of Students Office, located in A-110.

PUBLICATIONS

Atlantis

Atlantis, the UNC-W literary magazine, is published twice yearly, once each semester. Written and edited by UNC-W students, Atlantis serves as a means of publishing student poetry, short stories, essays and art. All students are invited to submit material to Atlantis and to work on the staff. The Atlantis staff attempts to provide the campus with a quality magazine that is representative of the creative abilities of UNC-W students.

Catalogues

Students are given one catalogue at the beginning of each academic year. After, that, if the catalogue is lost, a copy may be purchased from the bookstore for a nominal fee.

Fledgling

Each year a staff of students at UNC-W works to compile an accurate and meaningful account of life on campus. The publication is known as the Fledgling and it is usually distributed in the fall.

The staff tries to capture in pictures and words everything that happens, trying to represent and recognize every student in some way. Any interested student is eagerly welcomed to the Fledgling staff.

Forum

Forum is a quarterly publication dedicated to current undergraduate research at UNC-W to providing pertinent information on marine sciences, and serving as an organ for undergraduate science expression. The journal is produced by the Marine Science Program at UNC-W. Forum is edited and written by undergraduate students in the Marine Science Program. Papers for the journal may be submitted by an interested student.

The Seahawk

The regular weekly newspaper of the students of UNC-W, The Seahawk, is a vital voice of university activities. It provides a forum for expression of ideas, thought and open, honest communication. The staff is open to anyone who

wishes to work as an editor, reporter, columnist, typist, artist, photographer or layout specialist. In addition to furnishing news articles, features and editorials for interest and entertainment, The Seahawk provided such services as free classified ads to those within the University community. The staff invites any interested person to visit the office, located on the first floor of the Student Services Building.

Tugboat Review

The Tugboat Review is a literary publication sponsored by the UNC-W English Department and the Arts Council of the Lower Cape Fear. The magazine, featuring short stories, poetry and artworks by writers and artists of Southeastern North Carolina, is published twice each year.

UNC-W students are invited to contribute material for publication in the Tugboat Review or to serve on the magazine staff. Information may be obtained from the UNC-W English Department.

Also affiliated with the Tugboat Review are the Tugboat Players, who produce original plays by N.C. writers, and the Tugboat film series.

CLUBS AND ORGANIZATIONS

A variety of social, academic, and service organizations serve to enhance student life at The University of North Carolina at Wilmington. National sororities and fraternities are established on the campus to recognize students for their leadership and service activities. Several departments in the University have locally and nationally organized groups to stimulate interest in specific areas and to develop professional attitudes. A representative listing follows:

Fraternal Organizations

Professional Fraternities:

Alpha Kappa Delta (Honorary)
Phi Beta Lambda
Psi Chi (Honorary)
Sigma Alpha Beta
Sigma Pi Sigma (Honorary)

Service Fraternities:

Alpha Phi Omega

Social Fraternities:

Chi Phi
Omega Psi Phi
Pi Kappa Phi
Sigma Alpha Epsilon
Sigma Phi Epsilon
Tau Kappa Epsilon

Social Sororities:

Delta Sigma Theta
Delta Zeta

Clubs and Organizations

Atlantis
B. Frank Hall Philosophy and Religion Society

Biology
Black Student Union
Campus Christian Fellowship
Chemistry Club
Circle K
Concert Choir
Criminal Justice Club
Earth Science Club
English Club
Fledgling
Forum
Football Club
Math Club
National Organization for Women (N.O.W.)
National Scholastic Surfing Association
North Carolina Student Legislature (NCSL)
Psychology Club
Racquetball Club
Recreation Majors Club
Seahawk
Social Workers Club
Society of Physics Students
Student North Carolina Association of Educators
Ten Pin
UNC-W Debate Team
UNC-W Historical Society
UNC-W Sailing Club
UNC-W Skihawks
UNC-W Young Democrats
University Theatre
University Program Board
Video Network
Color Guard (ROTC)
Drill Team (ROTC)

I. STUDENT CODE OF CONDUCT

The enrollment of a student shall be construed as both an evidence and a pledge that the student accepts the standards and regulations of The University of North Carolina at Wilmington and agrees to abide by them. Conduct that interferes with the efforts of others to secure an education, enjoy a recreational event, or to reside in an environment that is clean, quiet and conducive to study is prohibited. The University reserves the right to ask for the withdrawal of any students who refuses to adhere to the standards of the institution.

II. PROHIBITED BEHAVIOR

Immediately upon returning to campus or off-campus residence from a weekend or other University approved break, students are subject to the rules of the University, whether or not classes are in session. Any student charged with and found guilty of any act contained in this section is subject to disciplinary action by the University Judicial System.

A. Damage to Property - Malicious or unauthorized intentional damage or destruction of property belonging to the University, to a member of the college community, or a visitor to the campus.

B. Theft - Unlawful taking of University property or property of any other person.

C. Receipt of Stolen Goods - Obtaining by any means property one knows or has reason to believe is stolen.

D. Sale or Exchange of Stolen Property - Sale or transfer by any means of property one knows or has reason to believe is stolen.

E. Drugs - The possession or use (without valid medical or dental prescription), manufacture, furnishing, or sale of any narcotic or dangerous drug. (See Appendix)

F. Weapons - Possession of firearm on University property or at events sponsored or supervised by the university or any recognized university organization. (See Appendix)

G. Fire Safety - (1) Tampering with fire equipment; (2) making a false fire alarm; and (3) setting any unauthorized fire in or on university property.

H. Fireworks - Possession or use of any explosive device, including but not limited to firecrackers, cherry bombs, bottle rockets, and dynamite.

I. Alcoholic Beverages - Any act that violates University Policy on the consumption and advertising of alcoholic beverages. (See Appendix)

J. Hazing - Any act that injures, degrades, harasses or disgraces any person. (See Appendix)

K. Infliction or Threat of Bodily Harm - (1) infliction of bodily harm upon any person while on University premises; (2) any act that creates a substantial risk of bodily harm to any person who is on University property, including, but not limited to throwing objects from buildings; and (3) threatened use of force to inflict bodily harm upon any person who is on University property.

L. Entering Residence Halls Except Under Authorized Circumstances.

M. Gambling - The playing of cards or any other game of chance or skill for money or other items of value.

N. Falsification of Records and Contracts - (1) No students shall alter, counterfeit, forge, or cause to be altered, falsified, counterfeited, or forge any record, forms or document used by the University; (2) violation of contractual agreements between a student and the college, including, but not limited to written financial aid agreements will be subject to discipline under this code.

O. Lying - Falsification, forgery or modification of University record or document, including, but not limited to Photo ID, medical excuse, traffic, decal, drop or add slip, meal card, and other applications.

P. Trespassing - Unauthorized entry into or presence in a University building, office or room.

Q. Student Identification Cards - (1) Failure to submit identification to a duly authorized and properly identified University official. No student shall interfere with or give false name to, or fail to cooperate with any properly identified University personnel while these persons are in the performance of their duties; (2) lending, selling or otherwise transferring a student identification card; (3) use of a student identification card by anyone other than its original holder.

R. Visitation - Any act that violates the visitation policy published in the Guide to Residence Hall Living.

S. Illegal Pet - Any act that violates the policy on pets published in the Guide to Residence Hall Living.

T. Public Demonstrations and Assemblies - Any act that violates North Carolina General Statutes 17-132.1 or the consolidated University "Policies, Procedures, and Disciplinary Actions in Cases of Disruption of Education Process". (See Appendix)

U. Unauthorized Use or Possession of University Keys - Possession, use or duplication of University keys without the consent of those individuals responsible for their control.

V. Unauthorized Use of University Computer - Any act that violates the rules and regulations of the University Computing Center.

W. Unauthorized Use of University Telephone - Use of University phones, including main lines without consent of those responsible for their control.

X. Traffic and Motor Vehicle Regulation - Any act that violates regulations concerning traffic, parking, motor vehicles, and other vehicles, including bicycles, as specified in the handbook on Traffic Rules and Regulations.

Y. Disorderly Conduct - Any act that reasonably disturbs the peace and tranquility of the University, including, but not limited to throwing objects from windows, continued noise making in the residence halls, and profanity.

III. DISCIPLINARY MEASURES

The following sanctions or any combination thereof may be imposed by designated representatives of the University.

A. Expulsion - The permanent severance of the student's relationship with the University.

B. Disciplinary Suspension - The temporary severance of the student's relationship with the University for a specified period of time but not less than the remainder of the semester in which the sanction is imposed.

C. Recorded Disciplinary Probation - An account of the infraction of regulations with the date of the beginning and end of the probation period is placed in the discipline folder located in the Dean of Students Office. In addition, the disciplinary probation action is recorded in the Registrar's Office in the student's folder. At the end of the probation period, the recorded probation is removed from the folder.

D. Disciplinary Probation - An account of the infraction of regulations with the date of the beginning and end of the probation period is placed in the discipline folder, located in the Dean of Students Office.

E. Eviction - Removal from University housing.

F. Denial of Access of Residence Hall - Written statement denying access to any or all residence halls and immediate area.

G. Restitution - (1) Reimbursement for damage to, or destruction of, University property or property of any person; (2) restitution in the form of appropriate services to be performed.

H. Restriction of Privileges - Results in forfeiture of student ID to Dean of Students Office, consequently his right to attend University events that require presentation of the ID will be suspended for a period that may not exceed sixty days.

I. Oral reprimand - An oral statement of disapproval.

UNIVERSITY JUDICIAL SYSTEM

The University Judicial System shall ensure that every student is provided the right of due process and a fair hearing, presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against him. Twenty-four hours written notice will be provided to the student informing him of the charge(s), time and place of the hearing. Only with the approval of the Chancellor may a student be represented by legal counsel.

I. MINOR OFFENSES ORIGINATING IN THE RESIDENCE LIFE AREA

Residence Life Area defined: All University Housing and Immediate Surrounding Grounds

A. If the student admits guilt to a minor offense, the Director of Residence Life will assign the appropriate penalty. Appeal - If in the opinion of the student, the penalty is too severe he may appeal the decision to the Dean of Students. Such an appeal must be made within 48 hours. The basis of appeal will be on the severity of the penalty and not on guilt or innocence.

B. If the student enters a plea of not guilty to the alleged misconduct, the student may exercise one of two options:

1. Request that the Director of Residence Life convene a hearing. The Director of Residence Life will act as sole judge on the alleged offense. The student will be requested to sign a waiver permitting the Director of Residence Life to adjudicate the case. Appeal - May be made to the Dean of Students within 48 hours.

2. Request that the case be referred to the Dean of Students Office. The Dean of Students will, in turn, appoint a judicial board from the residence life area. The panel will consist of no less than three (3) and not more than five (5) members. The Director of Residence Life will serve as Chairman of the judicial panel comprised of the chairman and three (3) to five (5) students. The panel will recommend to the Dean of Students guilt or innocence and the appropriate penalty if found guilty. The Dean of Students will render the decision. Appeal - Must be presented to the Vice Chancellor for Student Affairs within 48 hours.

II. MAJOR OFFENSES ORIGINATING IN THE RESIDENCE LIFE AREA —

All Major Offenses will be referred to the Dean of Students Office

EXAMPLE OF MAJOR OFFENSES - Damage to property, possession and/or use of drugs, possession of firearms, tampering with fire equipment and theft.

A. If the student admits guilt, the Dean of Students or a designated University administrative representative will assign the penalty. Appeal - Must be presented to the Vice Chancellor for Student Affairs within 48 hours based on the severity of the penalty. An appeal of decision of the Vice Chancellor for Student Affairs may be represented to the Chancellor within 48 hours.

B. If the student enters a plea of not guilty to the alleged misconduct, the student may exercise one of two options:

1. Request that the Dean of Students or designated University administrative representative preside and act as sole judge. The student will be requested to sign a waiver permitting the Dean of Students to adjudicate the case.

2. Request that the case be heard before the Judicial Board. The Dean will appoint the Board consisting of no less than three (3) and not more than five (5) members from the Residence Life area. The Director of Residence Life will chair the Judicial Board.

The Board will make recommendation of guilt or innocence and recommend the penalty to the Dean of Students. The Dean of Students will render a decision. Appeal - May be presented to the Vice Chancellor for Student Affairs within 48 hours. The decision of the Vice Chancellor for Student Affairs may be appealed to the Chancellor. If the student maintains innocence, the Chancellor will appoint a Formal Hearing Board consisting of three (3) faculty members. The Hearing Board will make its recommendations to the Chancellor. The Chancellor will render the final decision.

III. OFFENSES ORIGINATING OUTSIDE THE RESIDENCE LIFE AREA —

Cases of Misconduct Originating Outside the Residence Life Area will be Referred to the Dean of Students Office

A. If the student admits guilt, the decision will be rendered by the Dean of Students. Appeal may be presented to the Vice Chancellor for Student Affairs within 48 hours based on the severity of the penalty and not on guilt or innocence.

B. In the event the student denies guilt, the student will be presented with two options:

1. Request that the Dean of Students or designated representative preside over the formal hearing and act as sole judge. The student will be requested to sign a waiver permitting the Dean of Students to adjudicate the case.

2. Request that the case be referred to the University Court that is established within the guidelines of the Student Government Association. The University Court will make a recommendation to the Dean of Students regarding guilt or innocence and suggested penalty. The Dean of Students shall render the decision. Appeal - May be made to the Vice Chancellor for Student Affairs within 48 hours. Appeal of the decision of the Vice Chancellor for Student Affairs may be presented to the Chancellor within 48 hours. If the student maintains innocence, the Chancellor will appoint a Formal Hearing Board consisting of three (3) members of the faculty. The Hearing Board will make its recommendation to the Chancellor. The Chancellor will render the final decision.



Appendix

University and State Policies and Procedures

**STATEMENT OF UNIVERSITY POLICIES, PROCEDURES
AND DISCIPLINARY ACTIONS IN CASE OF DISRUPTION
OF EDUCATIONAL PROCESS**

Adopted by the Board of Trustees

October 27, 1970

Section 5-1. Policies Relating to Disruptive Conduct

The University of North Carolina has long honored the right of free discussion and expression, peaceful picketing and demonstrations, the right to petition and peaceably to assembly. That these rights are a part of the fabric of this institution is not questioned. They must remain secure. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Accordingly, it shall be

the policy of the University to deal with any such disruption, destruction or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex or political beliefs.

Section 5-2. Definition of Disruptive Conduct

(a) Any faculty member (the term "faculty member," wherever used in this Chapter V, shall include regular faculty members, full-time instructors, lecturers, and all other persons exempt from the North Carolina State Personnel System (Chapter 126 of the General Statutes as amended) who receive compensation for teaching or other instructional functions, or research at the University, any graduate student engaged in the instructional program, or any student who, with the intent to obstruct or disrupt any normal operation or function of the University or any of its component institutions, engages, or incites others to engage, in individual or collective conduct which destroys or significantly damages any University property, or which impairs or

threatens impairment of the physical well-being of any member of the University community, or which, because of its violent, forceful, threatening or intimidating nature or because it restrains freedom or lawful movement, otherwise prevents any member of the University community from conducting his normal activities within the University, shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion, discharge or dismissal from the University.

The following, while not intended to be exclusive, illustrate the offenses encompassed herein, when done for the purpose of obstructing or disrupting any normal operation or function of the University or any of its component institutions: (1) occupation of any University building or part thereof with intent to deprive others of its normal use; (2) blocking the entrance or exit of any University building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room; (3) setting fire to or by any other means destroying or substantially damaging any University building or property, or the property of others on University premises; (4) any possession or display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive, or inflammable material in any University building or on any University campus; (5) prevention of, or attempt to prevent by physical act, the attending, convening, continuation or orderly conduct of any University class or activity or of any lawful meeting or assembly in any University building or on any University campus; and (6) blocking normal pedestrian or vehicular traffic on or into any University campus.

(b) Any person engaged in the instructional program who fails or refuses to carry out validly assigned duties, with the intent to obstruct or disrupt any normal operation or function of the University or any of its component institutions, shall be subject to prompt and appropriate disciplinary action under this Chapter V if (but only if) his status is such that he is not subject to the provisions of Section 4-3 of Chapter IV.

Section 5-3. Responsibilities of the Chancellor

(a) When the Chancellor has cause to believe that any of the provisions of this Chapter V have been violated, he shall forthwith investigate or cause to be investigated the occurrence, and upon identification of the parties involved shall promptly determine whether any charge is to be made with respect thereto.

(b) If he decides that a charge is to be made, he shall, within thirty (30) days after he has information as to the identity of the alleged perpetrator of the offense but in no event more than twelve (12) months after the occurrence of the alleged offense, (i) refer the case to the appropriate existing University judicial body, or (ii) refer the matter to a Hearing Committee drawn from a previously selected Hearings Panel which, under this option, is required to implement action for violation of Section 5-2 (a) or (b) of this Chapter. If the case is referred to an existing University judicial body under (i) above, the procedural rules of the body shall be followed, and subsections (c) through (f) below shall not be applicable. If the matter is referred to a Hearing Committee under (ii) above, the procedural rules prescribed

in subsection (c) through (t) shall be followed.

(c) The accused shall be given written notice by personal service or registered mail, return receipt requested, stating:

(1) The specific violations of this Chapter V with which the accused is charged.

(2) The designated time and place of the hearing on the charge by the Hearing Committee, which time shall not be earlier than seven (7) nor later than ten (10) days following receipt of the notice.

(3) That the accused shall be entitled to the presumption of innocence until found guilty, the right to retain counsel, the right to present the testimony of witness and other evidence, the right to cross-examine all witnesses against him, the right to examine all documents and demonstrative evidence adverse to him, and the right to a transcript of the proceedings of the hearing.

(d) The Hearing Committee shall determine the guilt or innocence of the accused. If the person charged is found guilty, the Hearing Committee shall recommend to the Chancellor such discipline as said body determines to be appropriate. After considering such recommendation the Chancellor shall prescribe such discipline as he deems proper. In any event, whether the person is found guilty or not guilty, a written report shall be made by the Chancellor to the President within ten (10) days.

(e) Any person found guilty shall have ten (10) days after notice of such finding in which to appeal to the President of the University. Such an appeal if taken shall be upon the grounds set forth in Section 5-5.

(f) Any accused person who, without good cause, shall fail to appear at the time and place fixed for the hearing of his case by the Hearing Committee shall be suspended indefinitely or discharged from University employment.

(g) The Chancellor, unless so ordered or otherwise prevented by courts, shall not be precluded from carrying out his duties under this Chapter V by reason of any pending action in any State or Federal court. Should a delay occur in prosecuting the charge against the accused because the accused or witnesses that may be necessary to a determination of the charge are involved in State or Federal court actions, the time limitations set forth in this Section 5-3 shall not apply.

(h) Conviction in any State or Federal court shall not preclude the University or any of its officers from exercising disciplinary action in any offense referred to in this Chapter V.

(i) Nothing contained in this Chapter V shall preclude the President or the Chancellor from taking any other steps, including injunctive relief or other legal action, which he may deem advisable to protect the best interests of the University.

Section 5-4. Aggravated Acts or Threatened Repetition of Acts

(a) The Chancellor of each of the component institutions of the University shall appoint an Emergency Consultative Panel which shall be composed of not less than three (3) nor more than five (5) faculty members and not less than three (3) nor more than five (5) students who shall be available to advise with the Chancellor in any emergency. No member of such Panel shall serve for more than one (1) year unless he be reappointed by the Chancellor. The Chancellor may make appointments, either temporary or for a full year, to fill any vacancies which may exist on the Panel.

(b) If, in the judgment of the Chancellor, there is clear and convincing evidence that a person has committed any of the acts prohibited under this Chapter V which, because of the aggravated character or probable repetition of such act or acts, necessitates immediate action to protect the University from substantial interference with any of its orderly operations or functions, or to prevent threats to or acts which endanger life or property, the Chancellor, with the concurrence as hereinafter provided of the Emergency Consultative Panel established pursuant to (a) above, may forthwith suspend such person from the University and bar him from the University campus; provided, however, that in the event of such suspension the person suspended shall be given written notice of the reason for his suspension, either personally or by registered mail addressed to his last known address, and shall be afforded a prompt hearing, which, if requested, shall be commenced within ten (10) days of the suspension. Except for purposes of attending personally any hearings conducted under this Chapter V, the bar against the appearance of the accused on the University campus shall remain in effect until final judgment has been rendered in his case and all appellant proceedings have been concluded, unless such restriction is earlier lifted by written notice from the Chancellor.

(c) A quorum of the Emergency Consultative Panel provided for in (a) above shall consist of not less than four (4) of its members, and the required concurrence shall have been obtained if a majority of such quorum shall indicate their concurrence. The Chancellor shall meet personally with members of such Panel at the time he seeks concurrence, if it is feasible to do so. However, if the circumstances are such that the Chancellor deems it not to be feasible to personally assemble such members, then he may communicate with them or the required number of them individually by telephone or by such other means as he may choose to employ, in which event he may proceed as provided in (b) above after the required majority of such members have communicated their concurrence to him.

(d) In the Chancellor's absence or inability to act, the President may exercise the powers of the Chancellor specified in this Section 5-4 in the same manner and to the same extent as could the Chancellor but for such absence or inability to act.

Section 5-5. Right to Appeal

Any person found guilty of violating the provisions of this Chapter V by the Hearing Committee referred to in Section 5-3 shall have the right to appeal the finding and the discipline imposed upon him to the President of the University. Any such appeal shall be in writing, shall be based solely upon the record, and shall be limited to one or more of the following grounds:

(1) That the finding is not supported by substantial evidence;

(2) That a fair hearing was not accorded the accused; or

(3) That the discipline imposed was excessive or inappropriate. It shall be the responsibility of the President to make prompt disposition of all such appeals, and his decision shall be rendered within thirty (30) days after receipt of the complete record on appeal.

Section 5-6. No Amnesty

No administrative official, faculty member, or student of the University shall have authority to grant amnesty or to make any promise as to prosecution or non-prosecution in any court, State or Federal, or before any student, faculty, administrative, or Trustee committee to any person charged with or suspected of violating Section 5-2 (a) or (b) of these Bylaws.

POLICY AND PROCEDURES FOR ADMINISTRATIVE SUSPENSION OR WITHDRAWAL OF THE DISRUPTIVE STUDENT

Any student who in the judgment of University officials may be endangering himself/herself or other members of the University community, or who appears to be violating any other provision of the "Statement of University Policies, Procedures, and Disciplinary Actions in Cases of Disruption of Educational Process" as defined in the current Catalog, Section 5-2, shall be reported to the Dean of Students Office. If in the opinion of the Dean of Students an immediate threat of harm or bodily injury exists, he/she may recommend to the Vice Chancellor for Student Affairs that the student be immediately suspended from the University. If the Vice Chancellor for Student Affairs concurs, the student may be involuntarily suspended from the University. In this event, the Vice Chancellor for Student Affairs will inform the student of his/her right to a hearing to be held within five (5) University business days, if the student so desires. This policy and procedure is predicated upon G.S. 122-58.1 (1)B of the State of North Carolina which reads as follows:

"Dangerous to others" shall mean that within the recent past, the person has inflicted or attempted to inflict or threatened to inflict serious bodily harm on another or has acted in such a manner as to create a substantial risk of serious bodily harm on another or has acted in such a manner as to create a substantial risk of serious bodily harm to another and that there is a reasonable probability that such conduct will be repeated.

All members of the University community should be aware of these procedures.

It should be noted that:

1. Disruptive behavior is to be promptly reported to the Dean of Students Office.
2. If such behavior occurs after normal University business hours, it should be reported to Campus Police.

**DRUG POLICY — In Accordance with G.S. 90-95 [a]
The Use or Distribution of Narcotic or Illegal Drugs
is Prohibited on Campus Property**

NORTH CAROLINA GENERAL STATUTE 90-95[a]

Violations/penalties:

A. Except as authorized by this Article, it is unlawful for any person:

- 1) To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance;
- 2) To create, sell or deliver, or possess with intent to sell or deliver a counterfeit controlled substance;
- 3) To possess a controlled substance.

B. Any person who violates G.S. 90-95 (a) (1) with respect to:

1) A controlled substance classified in Schedule I or II shall be guilty of a felony and shall be sentenced to a term of imprisonment of not more than 10 years or fined not more than ten thousand dollars (\$10,000), or both in the discretion of the court;

2) A controlled substance classified in Schedule III, IV, V, or VI shall be guilty of a felony and shall be sentenced to a term of imprisonment of not more than five years or fined not more than five thousand dollars (\$5,000), or both in the discretion of the court, but the transfer of less than 5 grams of marijuana for no remuneration shall not constitute a delivery of violation of G.S. 90-95 (a) (1).

In accordance with state law, drug paraphernalia is prohibited on campus.

**STATE POLICY ON FIREARMS OR OTHER WEAPONS ON
UNIVERSITY PROPERTY**

NORTH CAROLINA GENERAL STATUTE 14-269-2

The following bill was enacted by the North Carolina General Assembly on April 27, 1971.

Section 1. It shall be unlawful for any person to possess, or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14-284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, in any public or private school building or bus, or any public or

private school campus, grounds, recreation area, athletic field, or other property owned, used or operated by any board of education, school, college, or university board of trustees or directors for the administration of any public or private educational institution. For the purpose of this Section, a self-opening or switchblade knife is defined as a knife containing a blade or blades, which open automatically by the release of a spring or a similar contrivance, and the above phrase "weapon of like kind" includes razors and razor blades (except construction and maintenance). This Section shall not apply to the following persons: Officers and enlisted personnel of the armed forces of the United States when in discharge of their official duties as such and acting under orders requiring them to carry arms or weapons, civil officers of the United States while in the discharge of their official duties, officers and soldiers of the military and the national guard when called into actual service, officers of the state, or any county, city or town, charged with the execution of the laws of the state, when acting in the discharge of their official duties, any pupils who are members of the Reserve Officer Training Corps and who are required to carry arms or weapons in the discharge of their official class duties.

Section 2. Any person violating the provisions of this Act shall be guilty of a misdemeanor and upon conviction shall be punished in the discretion of the Court by fine or imprisonment or by both such fine and imprisonment, not to exceed five hundred dollars (\$500.00) fine or six months imprisonment.

Section 3. This act shall be in full force and effect from and after its ratification.

**POLICIES REGARDING THE POSSESSION,
CONSUMPTION AND ADVERTISING OF ALCOHOLIC
BEVERAGES ON THE CAMPUS OF THE UNIVERSITY
OF NORTH CAROLINA AT WILMINGTON**

The basic principle undergirding the consumption of alcoholic beverages at The University of North Carolina at Wilmington is that of permitting malt beverages (beer) and unfortified wines to be consumed in conjunction with special activities, programs, and in the privacy of residence hall rooms.

There is no intent to encourage the increased use of alcoholic beverages or to foster their consumption upon those who object to the use of alcohol on moral, ethical, or religious grounds. The policy is designed to support the positive, healthy use or non-use of alcoholic beverages in a responsible manner.

1. University policies concerning the possession and consumption of alcoholic beverages do not contravene Federal, State or Municipal law regarding their purchase, possession, or consumption.

A. Possession and consumption of alcoholic beverages on the University campus shall be restricted to residence halls and James Student Services. Exceptions may be designated by the Chancellor.

B. The North Carolina Alcoholic Beverage Control Laws make it unlawful for any person under eighteen years of age to purchase, possess, or consume, or for anyone to aid or abet such a person in purchasing, and consuming any alcoholic beverages.

C. Persons who are eighteen years of age or older may purchase, possess, or consume alcoholic beverages containing less than fourteen percentum (14%) of alcohol by volume (beer and unfortified wines). (General Statutes 18-19.1 and 18-66)

D. Persons who are twenty-one years of age or older may purchase, transport, and consume alcoholic beverages containing more than fourteen percentum (14%) of alcohol by volume (spirituous liquors). (General Statutes 18-90.1)

E. It is unlawful for anyone to aid or abet a person under twenty-one years of age in purchasing, possessing, or consuming alcoholic beverages containing more than fourteen percentum (14%) of alcohol by volume. (General Statutes 18-90.1)

F. Under no circumstances may any type of alcoholic beverages be sold by any person, organization, or corporation on the campus of the University. (General Statutes 18-87 and 18-50)

G. It is unlawful for any person to drink alcoholic beverages or to offer a drink to another person, or persons, whether accepted or not on any public road or street, parking lot, sidewalk, or other publicly owned or leased place within the City of Wilmington.

II. The possession and consumption of alcoholic beverages on the University campus will be permitted only at the following places and under the conditions defined both above and below.

A. Possession and consumption of alcoholic beverages in residence halls.

1. Approved social functions.

a. Alcoholic beverages will be allowed only at scheduled functions sponsored by campus groups and only within the confines of that function with regard to time and place of consumption. These functions shall be held only in lobbies or designated areas of residence halls as approved by the Vice Chancellor for Student Affairs or Dean of Students.

b. All requests to serve beer at a social shall be made via the Alcoholic Beverage Permit and Statement of Responsibility to the Vice Chancellor for Student Affairs or Dean of Students.

c. The sponsoring organization shall assume all responsibility for serving alcoholic beverages, behavior, and housekeeping. Failure to adhere to the above policy shall result in appropriate disciplinary action and/or a fine to pay for cleaning up the area. Examples of unacceptable behavior are: intoxication; loud, vulgar, or obscene language; and disorderly conduct. Also, excessive noise.

d. All alcoholic beverages shall be purchased by the sponsoring organization. There shall be no "gimmicks" to collect any monies, before, during or

after the social event.

e. Any sponsoring organization which allows behavior as described in letter "c." is also subject to disciplinary action by the University court, and/or the administration.

f. At all social functions where alcoholic beverages are served, University supervisory personnel shall be present.

g. At all social functions where alcoholic beverages are served, non-alcoholic beverages shall also be served.

h. At all social functions where alcoholic beverages are served only students of UNC-W and their bonafide guests shall be admitted. Proper identification will be required.

2. Residence Hall Rooms.

a. All possession and consumption of alcoholic beverages shall be in the privacy of the residence hall rooms.

b. Kegs of beer or other large quantities of alcoholic beverages are not permitted in the student's room or elsewhere in the residence halls except during official residence hall functions.

c. Public display of alcoholic beverages, profanity, obscenity, intoxication, and disorderly conduct are a few examples of violations of the drinking policy.

B. Possession and consumption of alcoholic beverages in James Student Services Building.

1. Only beer and unfortified wines may be consumed in James Student Services Building.

2. Alcoholic beverages will be allowed only at scheduled functions sponsored by recognized campus organizations and only within the confines of that function with regard to time and place of consumption.

a. Admittance to such functions is limited to persons 18 years of age or older and is restricted to students of UNC-W and their bonafide guests. All persons attending such functions shall be required to show proof of age and school identification prior to being admitted.

b. Permission for such functions must be obtained from the Vice Chancellor for Student Affairs or Dean of Students.

c. Reservations must be made with the Director of the Student Union/Activities of James Student Services Building at least one week in advance.

d. Under state law, no admission may be charged at any event where alcoholic beverages may be served.

e. Any time alcoholic beverages are served at a function the sponsoring organization shall also provide non-alcoholic beverages.

f. Alcoholic beverages may be used only as compliments to programs, never as the main feature (e.g., beer blasts are prohibited).

3. Officers of the sponsoring organization shall be responsible for the enforcement of all University policies and regulations. Failure to comply with any of these policies and regulations may result in a suspension of reservation privileges.

a. The faculty advisor of a student organization or a Student Activities' staff member, approved by the Student Activities Director, must be in attendance during any function where alcoholic beverages are served in the James Student Services Building.

b. It is implicit in these rules that the officers of the sponsoring organization insure adequate safeguard for compliance with Federal, State, and Municipal law and all rules of the University.

c. Drunkenness or disorderly conduct in any manner may subject the offender to disciplinary action and/or action by law enforcement personnel.

UNC-WILMINGTON ALCOHOL ADVERTISING POLICY BY CAMPUS GROUPS

This policy is designed to support the positive, healthy use or non-use of alcoholic beverages within the campus community. In keeping with our overall campus goals of promoting the responsible use of alcohol, this policy promotes a responsible approach to alcohol advertising as done in relation to campus activities.

This policy covers both media advertisement as well as direct sponsorship of activities (such as intramural or athletic events). All campus processes involving the engagement of advertising of alcoholic products should utilize this policy as a guide.

The following guidelines concerning on-campus advertising are set forth:

I. General Guidelines:

A. Drinking should not be glamorized (ex. make alcoholic beverages just another beverage).

B. Do not make alcohol the central focus of any event. It should always be a secondary issue to other activities.

C. Blatant communications which connote irresponsible drinking or behavior are not allowed. (ex. Beer Bash, Kegger, Blitz Time, Chug-A-Lug Party, etc.)

D. All alcohol advertising for on-campus (or campus-related) events must conform with this policy.

HAZING

The following is from North Carolina Statutes:

14-25. "Hazing; definition and punishment - It shall be unlawful for any student in any college or school in the State to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense. For the purpose of this section, hazing is defined as follows: to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat or harass him, or to subject him to

personal indignity. Any violation of this section shall constitute a misdemeanor."

14-36. "Expulsion from school, duty of faculty to expel. - Upon conviction of any student of the offense of hazing, or of aiding or abetting in the commission of this offense, he shall, in addition to punishment imposed by the court, be expelled by the college or school he is attending. The faculty or governing board of any college charged with the duty of expulsion of students for proper cause shall, upon such conviction at once expel the offender, and a failure to do so shall be a misdemeanor."

SEARCH POLICY

Room Inspections and Searches

Consistent with state and federal law, the University established the following policies concerning room inspections and searches.

1. General Room Inspection

General room inspections shall be conducted not less than one (1) nor more than four (4) times each month by the Residence Life Staff to check on the general condition and safety of the rooms. At least forty-eight hours notice will be given prior to this general room inspection, and these inspections will not involve the observation of anything which cannot be seen upon entering the room. Drawers, closets, etc. are not opened. Matters of concern in the inspection include but are not necessarily limited to: cleanliness of the room; condition of electrical wiring; presence of prohibited furniture or appliances; condition of heating or cooling apparatus; condition of walls, windows, doors, plumbing, and appurtenant locks; obvious presence of materials, objects or creatures that could threaten the health or safety of University citizens.

To honor the resident student's individual rights and to maximize the instructional value of the inspection, an approximate schedule of entry will be posted at conspicuous places at the time the general room inspection is announced.

2. Entry in Emergency

Where any subject matter of a general room inspection creates an emergency immediately threatening University property or the well-being of any person, the University reserves the right to enter a residence hall room for purposes of repairs or other corrective action. When such action is deemed appropriate by the University, effort will be made to obtain the permission and the presence of the appropriate resident student. The determination that emergencies of this character or of the character of an extreme emergency, e.g., threatened or attempted suicide, and the decision to enter the room without the occupant's permission shall be made, if possible, by the highest ranking member present from the University chain of authority but especially from either the Vice Chancellor for Student Affairs, the Dean of Students, Associate Dean of Students, the Director of Residence Life, Director of Housing, and Resident Directors.

3. Entry Under Administrative Search and Inspection Warrant

Pursuant to the provisions and requirements of General Statute (G.S.) 15-27.2 University officials or employees may obtain a warrant to search or inspect a residence hall room "as part of a legally authorized program of inspection which naturally includes that property, or (where) there is probable cause for believing that there is a condition, object, activity, or circumstance which legally justifies such a search or inspection of (the room)." Evidence properly obtained under this statute may be used in any civil, criminal, or administrative proceeding that develops therefrom.

4. Entry under University administrative search without a warrant

A University official charged with the responsibility of maintaining discipline, order, or security may without a warrant enter a residence hall room for search and seizure purposes when he or she has reasonable cause to believe that a student is using that room for a purpose which is illegal or which would seriously interfere with campus discipline. Evidence or materials seized thereby may be used in subsequent University administrative or disciplinary proceedings.

5. Entry by law enforcement officers with or without the presence of University officials but with a warrant

Law enforcement officers when carrying a valid search warrant (containing a proper statement of probable cause, affirmation of credible information source, specific description of persons or contraband to be seized, location, etc.) may enter a residence hall room and seize appropriate persons, property, or materials for use or prosecution in subsequent civil, criminal, or administrative proceedings.

STUDENT UNION ROOM RESERVATION POLICY

Effective Spring Semester, 1981

1) Rooms 100 (TV/meeting room) and 103 (Good Wood Tavern) are available to campus groups on a first come, first served basis for meetings and other gatherings. The master reservation calendar is kept in the Student Activities Office, room 101.

2) Events other than meetings will need to be reserved via a Room Reservation Agreement, available in the Director's office, room 104. Until the Agreement is accepted for the Union by the Director, the reservation is considered tentative.

3) The Student Union operating hours when classes are in session are:

FALL AND SPRING SEMESTERS

Sunday	4 p.m.-10 p.m.
Monday through Friday	8 a.m.-10 p.m.
Saturday	Closed

SUMMER SESSIONS

Monday through Friday	8 a.m.-9 p.m.
Saturday & Sunday	Closed

However, certain events may be held outside these hours if no undue interruption to the Union's operation is foreseen.

Large, potentially messy events can only be held on Friday or Saturday evenings, with the sponsoring group providing at least five people to help with cleanup immediately after the event.

4) The Student Union's operation is paid for by fees collected from all UNC-W students. Because of this "all student" funding, the costs of supervision and cleanup for some types of events will be shared, or in some cases paid for entirely, by the sponsor.

A. Events for sponsoring group's members only: janitor time required outside the Union's normal operating hours, for supervision as well as cleanup, must be reimbursed to the Union by the sponsor. Exceptions: During spring semester, 1981 ONLY, the Union will cover the cost of janitor supervision and cleanup until midnight on Fridays.

B. Events for all UNC-W students (an "all-campus" event): The Union will cover the full cost of supervision and cleanup.

Exceptions:

1) Event ending after midnight on Friday - sponsor must pay for the amount of janitor supervision between midnight and the event's end.

2) Event requiring more than normal cleanup - if, in the sole opinion of the Union's staff, more than a normal amount of cleanup was required for the event, as compared to other events of a similar nature, the sponsor must pay for half the total cost of cleanup.

C. Event for both UNC-W students and non-students ("anyone can come"): sponsor will pay for half the total cost of cleanup, as well as for half the total cost of supervision required outside normal operating hours. (Spring semester 1981 ONLY: janitor supervision until midnight on Fridays covered by Union.)

Exceptions:

1) Event requiring more than normal cleanup - if, in the sole opinion of the Union's staff, more than a normal amount of cleanup was required after the event, the sponsor must pay for the full cost of cleanup.

5) Any damage to or theft of University (or private) property occurring during, or as a result of, the event shall be paid for by the sponsor.

6) The Student Union is not available for use by non-campus groups.

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Calendar of Events

FALL SEMESTER, 1981

August 19, Wednesday Residence halls open
August 20, Thursday Orientation and advising
August 21, Friday Registration
August 24, Monday Classes begin
August 31, Monday Last day for registration
August 31, Monday Last day to drop or add without a grade
September 7, Monday Labor Day holiday
September 17, Thursday Faculty meeting
October 16, Friday Fall vacation begins, 10:30 p.m.
October 26, Wednesday Fall vacation ends, 8:00 a.m.
October 28, Wednesday Graduation application deadline — Spring 1982
November 13, Friday Last day to withdraw with WP or WF
November 25, Wednesday Thanksgiving vacation begins, 10:30 p.m.
November 30, Monday Thanksgiving vacation ends, 8:00 a.m.
December 9, Wednesday Last day of classes
December 10-11, Thursday-Friday Final exams
December 14-18, Monday-Friday Final exams
December 18, Friday Fall semester ends

SPRING SEMESTER, 1982

January 6, Wednesday Residence halls open
January 7, Thursday Orientation and advising
January 8, Friday Registration
January 11, Monday Classes begin
January 18, Monday Last day for registration
January 18, Monday Last day to drop or add without a grade
March 5, Friday Spring holidays begin, 10:30 p.m.
March 15, Monday Spring holidays end, 8:00 a.m.
March 26, Friday Graduation application deadline, Summer 1982
April 6, Tuesday Last day to withdraw with WP or WF
April 8, Thursday Easter vacation begins, 10:30 p.m.
April 13, Tuesday Easter vacation ends, 8:00 a.m.
April 22, Thursday Faculty meeting
April 28, Wednesday Last day of classes
April 29-30, Thursday-Friday Final exams
May 3-7, Monday-Friday Final exams
May 7, Friday Spring semester ends
May 15, Saturday Commencement

1982-83

**Student
Handbook**

**The University
of North Carolina
at Wilmington**



Published by the Dean of Students Office and
the Student Government Association
Designed by Bobby Parker

Alma Mater

by Charles Hunnicutt and Loyd Hudson

*Hail we proudly sing to thee
Who guides our green and gold.
Though future years may part us,
Fond mem'ries we shall hold.*

(Refrain)
*For our hearts will cherish
All your service done
All Hail to thee Alma Mater,
Praise to Wilmington.*

*Here we stand as one together
Voices raised in song.
Our loyal hearts will praise thee
As God doth lead us on.*

NONDISCRIMINATION POLICY

The University of North Carolina at Wilmington is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, age, or handicap. Moreover, The University of North Carolina at Wilmington is open to people of all races and actively seeks to promote racial integration by recruiting and enrolling a larger number of

black students. UNCW commits itself to positive action to secure equal opportunity regardless of those characteristics. UNCW is covered by and supports the protection afforded by Title VI and VII of the Civil Rights Act and Title IX of the Education Amendment of 1972 Executive Order 11246 and the Vietnam Era Veterans' Readjustment Assistance Act of 1972, and the Rehabilitation Act of 1973. For information concerning these provisions, contact the appropriate compliance officer.

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W E L C O M E

It is my pleasure as Chancellor of The University of North Carolina at Wilmington to welcome you as members of the fastest growing student body in The University of North Carolina system.

It has been my lifelong belief that the process of learning is one of the most exciting activities in which we engage as human beings. Each new fact, each new concept, each new perception, and each new perspective of beauty adds a uniquely new dimension to our lives. We often say on this campus that we are a community of scholars, and in a very real sense, I believe that is our mission.

As students enrolled here at The University of North Carolina at Wilmington, you are members of the largest segment of that community of scholars. For the remainder of your stay in this University community of scholars, may I wish you well and encourage you to dream your dreams and set your goals high.

William H. Wagoner
Chancellor



Dr. Wagoner has served as Chancellor of UNCW since 1969. During his thirteen years of leadership the University has grown from an enrollment of less than 1,500 to approximately 5,000.

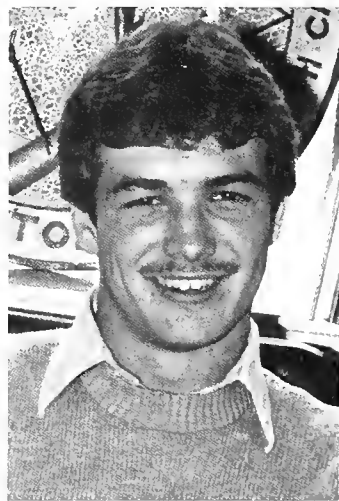
It is, indeed, a great pleasure for me to welcome you to The University of North Carolina at Wilmington, on behalf of the Student Government Association.

Though it is imperative to excel scholastically, the University, too, maintains it is necessary for students to develop their leadership ability, personality, social skills, and broaden their interests. To satisfy this need, the SGA financially supports and coordinates a variety of student organizations that coincide with the interest of students. You, as students, are encouraged to become members of these clubs and organizations.

As you engage in the activities this institution offers, you will discover new ideas, incentives and purposes for your lives, but more importantly you will learn an appreciation and understanding for others. Capitalize on the opportunities that exist and you will discover the true value of UNCW. I challenge you!

With warm regards, I am,

Steven M. Schmidt
Student Government President



THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

The University of North Carolina at Wilmington was founded in 1947 as Wilmington College, a locally supported and governed institution, to provide the youth and adults of New Hanover County and southeastern North Carolina an

opportunity for two years of university parallel study, semiprofessional training and vocational-technical education at moderate expense.

In 1948 Wilmington College was officially accredited by the North Carolina College Conference and became a member of the American Association of Junior Colleges.

In 1958 New Hanover County voted to place the college

under the Community College Act of the State of North Carolina. By virtue of this vote, the college became a part of the state system of higher education.

On July 1, 1963, by an act of the General Assembly of North Carolina, Wilmington College became a senior college with a four-year curriculum, authorized to offer the bachelor's degree.

By vote of the Board of Trustees of The University of North Carolina in late 1968, with subsequent approval by the North Carolina Board of Higher Education, and by an act of the General Assembly of North Carolina in 1969, Wilmington College became, on July 1, 1969, The University of North Carolina at Wilmington.

On August 22, 1977, the Board of Governors of The University of North Carolina authorized The University of North Carolina at Wilmington to offer its first graduate program at the master's level.

BUILDINGS AND LOCATIONS

The Edwin A. Alderman Administration Building, named in honor of a native Wilmingtonian who served as president of The University of North Carolina, The University of Virginia and Tulane University, houses administrative offices. It contains offices such as: Chancellor, Vice Chancellor for Business Affairs and Development, Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs, Accounting, Admissions, Alumni Affairs, Business Services, Career Planning & Placement, Cashier, Compliance Officer, Comptroller, Contracts & Grants, Dean of College of Arts & Sciences, Dean of Students, Development Office, Financial Aid, Graduate Office, Information Services, Payroll Officer, Personnel, Placement Office, Purchasing, Registrar's Office, and Veterans' Affairs.

Hoggard Hall, the academic building named in honor of Dr. John T. Hoggard, second president of Wilmington College, contains classrooms, the Department of Nursing, laboratories, the Computing Center, Special Programs, Summer School Director, and faculty and staff offices.

Kenan Hall, named in honor of the late Mrs. Sarah Graham Kenan of Wilmington, is occupied by the Creative Arts Department. It contains classrooms, faculty and staff offices, art and music studios, the music library, an electronic music studio, drama workshops and the S.R.O. Theatre. It also contains an auditorium with a seating capacity of approximately 100.

The Chemistry-Physics Building houses the departments of Chemistry and Physics. It is equipped with classrooms, faculty and staff offices, teaching auditoriums, and modern, well-equipped laboratories for the physical sciences.

The Arnold Kimsey King Hall houses the School of Education and contains an auditorium with a seating capacity of 191, classrooms, faculty and staff offices, and curriculum laboratory.

The Isaac Bear Hall, completed in 1972, contains classrooms, a computer laboratory, and faculty offices for the School of Business Administration.

The Marine Science Building was completed in 1974. It houses the departments of Biological Sciences and Earth Sciences and contains classrooms, laboratories, and faculty

and staff offices.

Morton Hall was named in honor of Miss Shannon Morton, Professor Emeritus, first teacher in the Department of English (1947-1963), first chairman of the Department of English, Dean of Women (1955-1965), and one of the original full-time faculty members of Wilmington College. It was completed in October 1978 and houses the departments of English, History, Mathematical Sciences and Modern Languages. The building contains classrooms, seminar rooms, faculty and staff offices, and a large auditorium.

The Sarah Graham Kenan Memorial Auditorium, a gift from the Sarah Graham Kenan Foundation, has a seating capacity of 1,000 persons. The auditorium is also equipped for use as a theatre and contains seminar rooms for the Department of Creative Arts.

The Social & Behavioral Science Classroom Building was completed in May 1982. The building houses the departments of Philosophy & Religion, Political Science, Psychology, and Sociology and Anthropology.

Hanover Hall and Trask Coliseum, the physical education complex, provides modern facilities for the athletic activities of both men and women students, including a large playing floor with rollaway bleachers, a second athletic activity floor, offices, locker rooms and showers, and special gymnastic equipment, and faculty and staff offices.

The Raiford G. Trask Health and Physical Education Building provides the campus with a 6,000-seat coliseum as well as olympic-size swimming pool and a separate diving tank. Construction was completed in the fall of 1977.

The Hinton James Student Services Building, referred to as the Pub, was named for a New Hanover County resident who was the first student to enroll at The University of North Carolina. This building contains student lounges, an assembly room and offices for student organizations. It contains the Student Activities Office, Counseling and Testing Office, and Student Government, Seahawk, and Fledgling offices.

The University Bookstore was completed and occupied in the fall of 1977. It is centrally located on campus.

The University Cafeteria, opened in 1971, provides space for food services for both students and faculty and contains the most modern food service equipment.

The Edmond R. Galloway Residence Hall, opened in 1971, provides housing for 400 students.

The Belk Residence Hall, opened in 1976, provides housing for 200 students.

The Addison Hewlett, Jr., Residence Hall, opened in the fall of 1978, provides housing for 200 students.

Dorm '79 Residence Hall, opened in the fall of 1979, provides housing for 200 students.

University Apartments, opened in the fall of 1981, provides housing for 400 students in 13 units.

The new University Center, which is under construction during 1982, will house activity areas for students, offices for the Student Government and various other activities such as publications, audio visuals, the office of the Director of the Student Union, post office, a banking service, and a well-equipped fast service dining area which will accommodate 400 people at a time.



VICE CHANCELLOR FOR ACADEMIC AFFAIRS

Dr. Charles Cahill

Dr. Cahill came to UNC-Wilmington as Vice Chancellor for Academic Affairs in 1971. He also holds a concurrent appointment as Professor, Department of Chemistry. Prior to joining UNCW, Dr. Cahill was Professor and Associate Dean, College of Arts and Sciences, Oklahoma City University. He received his Ph.D. from the University of Oklahoma School of Medicine.

The Vice Chancellor for Academic Affairs has comprehensive responsibility for all Academic Departments, Office of the Registrar, Special Programs, Institute for Marine Biomedical Research, Library Services, Admissions, Computer and Information Services, and Graduate Studies.



VICE CHANCELLOR FOR BUSINESS AFFAIRS AND DEVELOPMENT

Dr. Jairy C. Hunter, Jr.

Dr. Hunter was appointed Vice Chancellor for Business Affairs in September 1978. He has formerly held positions as Vice President of Administration at Broward Community College and Director of Student Services at Appalachian State University. Dr. Hunter also serves as Associate Professor of Business Administration. He received his Ph.D. from Duke University.

The Vice Chancellor for Business Affairs has comprehensive responsibility for Financial Services, Accounting, Purchasing Services, Personnel, Physical Plant Services, Campus Police, Business Services, Housing and Food Services, and the Development Office.



ACTING VICE CHANCELLOR FOR STUDENT AFFAIRS

Mr. Gary W. Juhan

Mr. Juhan is currently serving as Acting Vice Chancellor for Student Affairs. He was appointed Dean of Students in August 1980 and has served as Acting Vice Chancellor since April 1982. Mr. Juhan received his M.A. degree from Appalachian State University.

The Vice Chancellor for Student Affairs has comprehensive responsibility for the Dean of Students Office, Counseling and Testing, Financial Aid, Student Union/Activities, Veterans' Affairs, Career Planning and Placement, Health Services, and Campus Ministry.



University Services

DEAN OF STUDENTS OFFICE

The Dean of Students Office, located in 110 Alderman, is responsible for orientation of new students, advice to international and nontraditional students, selections of students for "Who's Who Among Students in Universities and Colleges," student discipline, publication of the Student Handbook, residence life, advice to the Student Government Association, official withdrawal from the University, and student identification (ID) cards.

The Dean and Associate Dean invite students to come by and discuss issues relative to these and other aspects of campus life.

CAMPUS MINISTRY

United Christian Campus Ministry is provided to all students on the UNCW campus. The ministry is funded by five denominations (Baptist, Episcopal, Christian, United Methodist, and Presbyterian).

Working through Bob Haywood, Campus Minister, UCCM provides counseling, Bible Study, retreats, worship, and special programs on specific religious, social, and personal growth concerns. He can be reached by calling 799-1160 or by leaving a message in the Dean of Students Office, 791-4330, extension 2119.

Campus Christian Fellowship, a student organization, meets in the Pub, Tuesdays at 7:00 p.m.

FINANCIAL AID

The UNC-Wilmington Financial Aid Office administers a program which seeks to meet the needs of all enrolled students. While the program provides for the recognition of talent and outstanding student achievement, its primary objective is to assist students with demonstrated need. Financial aid is the economic assistance available to help the student meet the difference between what he or she can afford to pay and the actual costs of a college education.

Eligibility is determined by a "needs analysis" done in the Financial Aid Office according to federal guidelines. Applications may be picked up in the Financial Aid Office.

Forms of financial aid include grants, scholarships, loans, and employment opportunities. Interested students should consult the University catalogue and/or Financial Aid Information Booklet for detailed information on these programs.

What Are The Deadlines?

Academic year (Fall and Spring).....	March 15
Fall only	March 15
Spring only	October 15
Summer	March 15

The above dates represent priority deadlines used by the Financial Aid Office in processing applications. This means that those students who have completed applications on file in this office by those dates will receive first consideration for financial aid. A completed application consists of an institutional financial aid application, a Financial Aid Form, and

all three copies of the Student Aid Report from the Pell Grant (Basic Grant) Program.

Academic Standing

Regulations require that awards under the various student assistance programs may not be granted to a student who is not making measurable academic progress. Accordingly, the following chart will serve to establish eligibility for payments:

Degree Students

Hours Attempted	Grade Point Average
6 to 26.....	1.2
27 to 58.....	1.5
59 to 88.....	1.8
89	2.0

Unclassified Students

1 to 6.....	1.2
7 to 12.....	1.5
13 to 18.....	1.8
19 to 27.....	2.0

Deferment Policy

Students who have preregistered and received a bill may obtain a deferment from the Financial Aid Office to present to the cashier to validate their preregistration. If the award allocated is less than the bill, payment covering the difference must be presented to the cashier with the deferment. Students who have received awards but did not preregister may pick up deferments at registration.

Payment of Awards

Financial aid awards will be credited to students' accounts after classes have begun. Students awarded aid exceeding the amount of charges will be able to claim their refund in the form of a check before the first week of classes ends. One-half of the award for the academic year will be made payable in the fall and the other half in the spring. Some form of identification will be required to claim financial aid awards; the recipient must pick up awards in person. Refund checks will be available in the cashier's office.

Refund Policy

Any student receiving financial aid who withdraws from the University during the refund period (the first nine weeks of each regular term) will not receive a refund on financial aid funds credited to his account.

In cases where the student withdraws from the University and has already received full payment of financial aid, repayment of funds may be made.

ID CARDS

ID Cards are used for admittance to University functions and for identification on and off campus. ID's are made dur-



ing the first days of the semester. Students should take note that this is a permanent card which is updated with a color-coded sticker each semester. ID cards must be validated each semester by the Dean of Students Office, Alderman 110. ID cards are required for all students enrolled.

There is a \$3.00 charge to make a duplicate ID card in the event the original is lost. Replacement ID cards will be made in the Dean of Students Office, Monday-Friday, 9:30 a.m.-10:30 a.m., and 3:30 p.m. - 4:30 p.m.

ID's are used for: checking books out of the library, admittance to the Bookstore, eating in cafeteria (with meal card), cashing checks at the Bookstore (\$20.00 limit), voting at student elections, picking up diplomas at Registrar's Office, and picking up checks at the Financial Aid and Cashier's Office, etc.

ID's are made the first few days of registration in the Pub, and afterwards, in the Dean of Students Office.

STUDENT UNION/ACTIVITIES

The Student Union/Activities department was created to assist students in planning educational, constructive out-of-class experiences, and to provide a building which would serve as the focal point for campus groups and their activities.

Located in the Hinton James Student Services Building (or "Pub"), the department is staffed by a Director and Program Coordinator. Both are available at any time to listen to suggestions about the services provided in the Pub, and to help individual students as well as student groups plan cultural, recreational and social campus activities.

The office coordinates such diverse student interests and activities as fraternities, sororities, and community volunteer work, and advises the student media, programming committee, and campus wide clubs and organizations. An activities calendar, "The Channel Marker," is published each year.

The "open door" policy of the Student Activities office makes these resource people easily accessible to all students and campus organizations.

Stop in anytime!

GOOD WOOD TAVERN

Designed and built by students, for students, this rustic, comfortable room serves as a second campus snackbar during midday, and as a unique staging area for small performances at night. It is located on the first floor of the Student Services Building, and is available to faculty, students and staff for private parties. Reservations are made through the Student Union/Activities Office.

CAMPUS VOLUNTEER OFFICE

The Director of Student Activities administers the campus branch of the downtown Cape Fear Voluntary Action Center. Students who want to help those in need can use this office to find satisfying placement in one of the 55 agencies that serve the Wilmington area. The Campus Volunteer Office is located in the Office of Student Activities.

LOST AND FOUND

Lost and found articles can best be located by checking with the Director of Student Activities. Any article found on campus should be turned into the Student Activities Office, which is located in the Hinton James Student Services Building (Pub).

COUNSELING AND TESTING CENTER

Counseling and testing services are available to UNCW students without charge. Counseling is designed to assist students who have questions concerning their educational-

vocational goals or personal problems which prevent them from realizing their potential. Counseling involves confidential interviews with a professional counselor or psychologist, and the use of tests when appropriate.

As part of its services, the Counseling and Testing Center offers assistance in reading study skills improvement. It also provides personal growth experiences through group participation in such areas as life planning, decision making, couples enrichment, and communications. Students are encouraged to inquire about these services.

The Counseling and Testing Center administers group testing programs. These include SAT, GRE, NTE, MAT, GMAT and others. It also administers the institutional CLEP/Advanced Placement testing program of the University.

Appointments for counseling or inquiries may be made by visiting the center in Room 106 of the Hinton James Student Services Building or by telephoning extension 2280.

HANDICAPPED STUDENTS

The University makes a concerted effort to comply with Section 504 of the Rehabilitation Act of 1973. The Counseling and Testing Center located in Hinton James Student Services Building serves as the contact office to assist handicapped students. The University will make every effort to assist the permanently and temporarily handicapped. Assistance may range from help in the registration process to special parking permits.

CAREER PLANNING AND PLACEMENT OFFICE

The Career Planning and Placement Office, located in 207 Alderman, is designed to help students obtain part-time, full-time or summer employment; develop career plans and job-search skills; and acquire career information and experiential learning opportunities.

The office arranges and coordinates job interviews between graduating seniors and employer representatives who are scheduled for campus visitation. Seniors interested in securing employment should register with this office early in the academic year so that they may receive relevant information and material.

Employment opportunities for other students at the University are also available through the office, ranging from part-time to full-time positions. Interested students should register with the Placement Office, listing the type of work desired, special skills, qualifications and hours available for work.

A credentials service is available to graduating seniors, without cost, through the office.

The Career Planning and Placement Office also offers career counseling, cooperative education and summer internship referrals, and libraries of career and employer information.

OFFICE OF VETERANS' AFFAIRS

The Office of Veterans' Affairs exists to provide educational assistance to veterans and/or their dependents enrolled at The University of North Carolina at Wilmington. The OVA is concerned with the recruitment of veterans into the

University and ensuring they successfully complete their educational programs. The OVA works in conjunction with other campus offices to conveniently serve the needs of veterans and dependent students.

Services to veterans and dependents include work-study positions, peer and professional counseling, community outreach services, tutorial services, and special programs for educationally disadvantaged veterans.

Veterans and dependents receiving VA educational benefits are required by the VA to pass at least one course the semester they begin their college training. All students receiving VA educational benefits are now required to come by the OVA at least once per semester. This action is necessary in order to ensure prompt correspondence between the OVA and the Veterans' Administration.

UNCW keeps records of progress on veteran and non-veteran students alike. Progress records are furnished to the students, veterans and dependents, at the end of each scheduled school term.

The below retention chart will apply to all veterans and dependents using GI benefits for their training at UNCW.

Total Hours Attempted	Required Quality Point Average for Eligibility for Continuing Certification
6 to 26	1.2
27 to 58	1.5
59 to 88	1.8
89	2.0

UNIVERSITY BOOKSTORE

In addition to required textbooks and general school supplies, the University Bookstore stocks various clothing and gift items with campus insignias. Located on Street F behind the cafeteria, the Bookstore is open from 8:00 a.m. to 4:00 p.m., Monday through Friday. Special operating hours will be in effect at the beginning of each semester to accommodate the rush for textbooks.

For admission to the Bookstore a valid ID is required. The Bookstore will also cash small checks for students with a valid ID (\$20.00 limit).

WRITING CENTER

The Writing Center is located in 203 Morton Hall. The Center is designed to assist students who need help with any aspect of their writing. Students work at their own pace, and the center is staffed by both student tutors and faculty members. Services of the Writing Center are available free to all interested students at various times both mornings and afternoons. See the English Department Secretary for a schedule of hours.

RANDALL LIBRARY

The William Madison Randall Library, completed in January, 1969, is named for the President Emeritus of Wilmington College. It has a seating capacity for more than 600 readers and space for approximately 225,000 volumes. The Library collection contains over 215,000 volumes shelved

on open stacks according to the Library of Congress classification system. Rare and unique items are housed in the Helen Hagan Rare Book Room. Some 3,200 serial publications are regularly received, and extensive back files are maintained in bound volumes or on microform. Coin-operated machines for copying microforms and printed material are available.

The Randall Library is a partial depository for United States government publications, and the collection of documents now consists of approximately 177,000 items.

An audio center with 18 listening stations and a wide variety of recordings is available for class assignments and personal enjoyment. Group study rooms are available for small groups to study together, and a 73-seat auditorium is equipped for all types of audio-visual use. Lockers are provided for students doing honors work and other special projects.

The Library is open 93 hours per week during the two regular academic sessions. Librarians trained in reference service will provide information and reader guidance to students and faculty. The hours are 7:45 a.m. - midnight, Monday through Thursday; 7:45 a.m. - 6:00 p.m., Friday; 10:00 a.m. - 6:00 p.m., Saturday; and 2:00 p.m. - midnight, Sunday. The Library will post extended operating hours during examination periods.

Students should learn the Library's policies and operational procedures, and use the Library within these necessary guidelines. Student ID's are required to borrow Library materials. Suggestions related to the Library are always welcome and are actively solicited.

STUDENT HEALTH CLINIC

As a student at UNCW taking six or more hours of courses you are provided general outpatient medical services at the Student Health Clinic on campus.

Locations and Hours of Operation

The Student Health Clinic is located on the right side in Dorm '79 and is staffed by G. Koehncke, nurse practitioner, and C. Vangellow, physician's assistant. The hours of operation are each weekday the University is open, from 8:30 a.m. to 5:00 p.m. The phone extensions are 2386 and 2533. Except in medical emergency situations, you must be seen at the Student Health Clinic on campus. (See paragraph "EMERGENCY PROCEDURES") The staff may then decide to send you to the office of Wilmington Health Associates for more comprehensive testing and/or treatment.

Scope of Service

The University has entered into an agreement with the Wilmington Health Associates to provide general outpatient diagnostic and treatment services on campus similar to those provided in their office. These services include diagnosis and treatment of general medical disorders, common infections and venereal disease.

In addition to treatment of illnesses, the Student Health





Clinic provides preventive medical services. Students may obtain information on how to manage simple problems such as colds and upset stomachs. Women's services, including birth control information, pregnancy testing, routine pelvic exams and Pap smears are provided at the Student Health Clinic without charge during regular Health Clinic hours. Outpatient physician services provided at Wilmington Health Associates and the Student Health Clinic are covered by this agreement. Laboratory work and chest X-rays normally provided for patients as a part of an office visit are also covered by the agreement.

Upon referral by the Clinic staff the student is responsible for transportation to Wilmington Health Associates.

It is important to note that any inpatient hospital expenses, hospital emergency room charges, or fees incurred in the treatment by non-Wilmington Health Associates physicians are borne by the student. Routine problems, whenever possible, should be handled during the regular hours of the Health Clinic since an emergency room visit for a simple problem may be very expensive. (It is therefore very important that students avail themselves to the Student Health Insurance Policy available through the Student Affairs Office or through their family health insurance coverage.)

Emergency Procedures

1. Notify the University at once. Ms. Koehncke and Miss Vangellow are located in the Student Health Clinic which is adjacent to the main lobby of Dorm '79. The extensions are 2386 and 2533. A family nurse practitioner or physician's assistant is on the campus from 8:30 a.m. until 5:00 p.m. daily. At other hours or on weekends, call the Wilmington Health Associates physician at 763-8251.

2. Students involved in serious accidents or who appear to be seriously ill and/or require immediate hospital emergency care should be taken to New Hanover Memorial Hospital as quickly as possible in a private car or by rescue squad. Campus security personnel can also be of great assistance to you in these emergency situations. In all such cases, the physician on call from the Wilmington Health Associates office should be notified. This physician is available 24 hours a day. He will personally provide emergency treatment for serious medical problems or in cases when the nature of the illness or injury or other circumstances warrants it, he will assist in obtaining care from a qualified physician.

Student Identification

To assure that you receive the medical services you are entitled to without receiving a bill, it is necessary that you be prepared to show your student ID card when referred to the general offices of Wilmington Health Associates by the Health Service Clinic.

CAMPUS POLICE

The UNCW Campus Police are sworn officers commissioned under Article 74-A of the North Carolina General Statute which gives them the same authority as a county or municipal police officer while on campus. A minimum of 260 hours of police-related training is required for this commission. Presently the department consists of 11 sworn police officers and 17 student security personnel. Twenty-four hour patrol is provided by sworn officers augmented by the student security personnel with radio and telephone communication at all times.

In addition to providing security, the Campus Police offer bicycle and moped registration, escort service, films and lectures on crime prevention, operation ID, and safety tips. All of these services are free of charge and students are urged to participate. Please consult the Parking and Traffic Regulations Manual, available in the Parking Office, for specific traffic guidelines.

OFF-LIMITS PROPERTY

The eastern section of the University's property, which is undeveloped, should not be used for any purpose by students.

Comprising approximately 60 percent of the total campus, the area is posted with "No Trespassing" signs, which should be observed.



Residence Life

RESIDENCE LIFE

The Office of Residence Life strives to provide a diverse and meaningful experience on the UNCW campus. It facilitates the growth and development of each resident through positive experiences in group-living, self-discipline, and decision-making.

Two full-time professionals provide supervision for a student staff of two resident directors, two apartment managers, and fourteen resident assistants. This staff coordinates the advising, discipline, programming and general operation of each residence facility.

DIRECTOR OF RESIDENCE LIFE

The Director and Assistant Director are full-time professionals with Master's degrees in counseling, behavioral sciences, or student personnel. These individuals are responsible for the total operation of the residence life complex.

RESIDENT DIRECTOR

The Resident Director is usually an upperclassman or recent graduate who assists the Director of Residence Life in various tasks in his/her assigned residence hall; such as, office management, enforcing of residence hall policies, referring damage reports, and supervising the RA's in his/her assigned residence hall.

RESIDENT ASSISTANTS

Of foremost importance to students are the Resident Assistants, undergraduate students who are assigned to specific sections within the residence hall and apartment living units. These individuals have been selected because of their enthusiasm, interpersonal sensitivity, ability to relate to others, knowledge about the University, and ability to accept responsibility. Their major responsibilities are: (1) getting to know each person on their hall, (2) familiarizing students with residence hall/apartment and University rules and regulations, (3) assisting with the enforcement of these rules and regulations, (4) helping residents maintain an environment for learning, (5) acting as a liaison between resident students and the Residence Life Office, (6) facilitating student-to-student and student-to-staff interaction, and (7) assisting in the development of educational programs.

APARTMENT MANAGER

The apartment manager's responsibilities include assisting the Director of Residence Life with advising, discipline, programming and the general operation of the apartments.

By coordinating programs and individual skills, supporting housing policies and integrating students' needs and goals with management procedures, the apartment manager seeks to implement policies and activities which allow the attainment of Residence goals.

HOUSEKEEPING STAFF

The housekeeping staff is responsible for the general

cleanliness of the residence halls, a task done only with the cooperation of the students in the halls. Although students are responsible for the cleanliness of their rooms, the housekeepers clean hallways, bathrooms and lounges on a daily basis. However, it is not the responsibility of the housekeepers to pick up after students, so it is important that students aid housekeepers by emptying their own trash cans, cleaning up their own messes, and not cluttering public areas with their personal belongings.

FACILITIES

The University operates four residence halls (Galloway Hall, Belk Hall, Hewlett Hall and Dorm '79) with facilities for approximately 500 men and 500 women. Each residence hall is supervised by a resident director and resident assistants whose primary duties are to help the students on their floors adjust to University living. In addition to the four residence halls, the University operates an apartment complex. This complex has facilities for approximately 200 men and 200 women.

CONTRACTS AND FEES

The agreement to live on campus constitutes a contract that (1) the student resides on campus for the entire academic year, (2) the student selects a dining plan, (3) the student abides by all the rules and regulations of the University as printed in the Student Handbook.

The agreement may be canceled, without forfeiture of deposit, by written notification to the Housing Office by the published refund deadline date. No refund of room charges will be made once the student has officially checked in. However, a pro-rata refund on the dining portion only of the charges will be made to students who officially withdraw from the University. When space allows, double rooms may be occupied privately for one and one-half times the regular room rate. At the beginning of each semester, students who did not request private rooms, but find themselves without a roommate due to cancellation or withdrawal, will be given the option to consolidate by moving or be assessed the private room fee. Students entering into this Housing Agreement in the Fall Semester are liable for the room charges for the Fall and Spring Semesters. Students may be released from the annual agreement without forfeiture of second semester room charges in the following cases: (1) withdrawal from the University, (2) proof of legal marriage, (3) proof of transfer to another university, or (4) graduation.

EXPENSES

Two room and board plans are available for residence hall students. The rates per semester are:

Room and Board Plan "A" (15 meals per week) \$947.50
Room and Board Plan "B" (21 meals per week) \$972.50

Three room and board plans are available for apartment students. The rates per semester are:

Room and Board Plan "A" (15 meals per week) \$1047.50



Room and Board Plan "B" (21 meals per week) \$1072.50
Room and Board Plan "C" (10 meals per week) \$1022.50

Residence halls are furnished with closet, chest of drawers, bed (twin-bed size), desk and chair. All apartments are furnished with oven/range, refrigerator, dining table and lounge furniture. Each bedroom is furnished with bed (twin size), chest, wardrobe, desk and chair. Decorative venetian blinds are provided on each bedroom window. Draperies are not needed.

Students may bring their own linens or use the linen service which furnishes the following on a weekly basis at nominal charge: two sheets, pillowcase, two towels, wash cloth.

REFRIGERATORS

Because of high energy consumption and lack of space, only small portable (2 cubic foot) refrigerators are allowed in the residence halls. Students desiring to rent a 2-cubic-foot refrigerator should contact the Housing Office for rental information. Students using their own refrigerators must register them with the Housing Office upon check-in at the residence halls. A \$5.00 annual utility fee will be charged for each privately owned unit.

KEY DEPOSITS

A key deposit of \$10.00 is required. A \$10.00 charge is made to rekey a room due to a lost key.

CABLE TV HOOK-UP DEPOSIT

Belk Hall, Hewlett Hall and Dorm '79 have cable television wired to the suites. If the students desire to hook on to it they may do so by depositing \$5.00 with the Housing Office for the TV hook-up. This deposit will be refunded at the end of the academic year, if the hook-up is returned to the Housing Office at check-out.

ELECTRICAL DEPOSIT

Each student living in the apartment complex must make a \$50.00 deposit for usage of electricity. Each apartment is metered for electrical usage, and the students residing in the apartment are responsible for monthly electrical service. Monthly electrical service is estimated to cost between \$15.00 and \$25.00 per student. The charge for electrical usage during the month of May will be billed to the university. The university will pay the May bill from each student's electrical deposit and refund the balance to students.

MAIL SERVICE

Mail is delivered to the residence halls and apartments every day and put into student mailboxes by the residence life staff. To assure proper mail delivery, mail should be sent to you as follows:

Residence Hall

Your Name
Room Number/Name of Residence Hall
UNC-Wilmington
Wilmington, North Carolina 28403

Apartment

Your Name
Building Letter/Apartment Number
UNC-Wilmington
Wilmington, North Carolina 28403

Any mail problems should be taken up with the Resident Director/Apartment Manager in each respective building.

When you check-out of the residence halls/apartments, a forwarding address card must be filled out so that your mail can be sent to you.

IDENTIFICATION CARDS AND MEAL TICKETS

Each student living on campus will be issued a student identification card and a meal ticket. It is very important to keep these items in one's possession, or in a safe place at all times. This is necessary because of the need to identify

oneself as an enrolled student at the University and to present to the line attendant in the cafeteria for admittance. If lost, it will cost \$3.00 to get a new ID card (Dean of Students Office), and \$10.00 to replace the meal card (Cafeteria office).

VENDING MACHINES

Vending machines are located on the first floor of each residence hall and in Building "M" in the apartments. Occasionally, these machines will malfunction. If this happens, notify the work-study student on duty or the Resident Director and your money will be refunded.

Vending machines that are abused will be removed from the residence life area.

WASHERS AND DRYERS

Washers and dryers are located on each floor of the residence halls and in Building "M" in the apartments. The machines are coin operated and if they should malfunction, you should notify the work-study student or Resident Director/Apartment Manager. Lost money will be refunded.

ATHLETIC AND RECREATIONAL EQUIPMENT

The residence hall and apartment office has a limited amount of recreational equipment (i.e., cards, board games, outdoor equipment) that may be checked out by residents. To check-out the equipment, the resident will be required to present an ID card and assume personal responsibility for replacing lost or damaged equipment.

CHANGE MACHINE

A change machine is available in the Housing Office in Belk Hall, Monday through Friday from 8:00 a.m. - 5:00 p.m. Monday through Thursday the change machine is in the RA office of Belk from 7:00 p.m. to 10:00 p.m.

TELEPHONES

Pay telephones are available on the following floors of the residence halls:

Galloway Hall		Belk Hall	
1st floor	791-9960	1st floor	799-9957
1st floor	791-9961	1st floor	799-9960
2nd floor	791-9935	Hewlett Hall	
3rd floor	791-9843	1st floor	799-9972
4th floor	791-9829	1st floor	799-9973
5th floor	791-9934	Dorm '79	
6th floor	791-9922	1st floor	791-9877
		1st floor	791-9800

Students may sign up for individual telephone service through Southern Bell Telephone Company.

KEYS

A key deposit of \$10.00 is required when each student checks in his/her assigned residence hall or apartment unit.

This amount will be refunded provided each student officially checks out of the residence hall or apartment unit, reimburses the Housing Office for any damages, and returns his/her keys.

KEY LOSS

A lost room key should be reported immediately to your RA, Resident Director or Apartment Manager. Students who lose their room keys will be charged \$10.00 to recombine the room lock. Locks will be recombined within 24 hours and new keys issued to room occupants.

KEY LOAN

Your ID card will allow you to borrow a key to your room for ten minutes. The key must be returned promptly.

RESIDENCE LIFE POLICIES

The primary responsibility of our residence life program is to maintain an atmosphere conducive to the pursuit of academic goals and personal growth. Within this context, it is important to recognize the effect of the density factor in the residence life setting, which creates a special need for being aware of how one's individual actions can easily influence the environment of the floor, and thus have a direct effect on a group of students. In light of these conditions, the following policies have been established:

ALCOHOLIC BEVERAGES

Although consumption of alcoholic beverages is not encouraged by the University, students are permitted to drink in their rooms provided that they comply with State laws pertaining to alcoholic beverages.

There are to be no kegs of beer or other large quantities of the beverage in the student's room or elsewhere in the residence halls or apartment, except during official residence life functions.

Alcoholic beverages may not be consumed in the lounges, hallways, balconies, or other public areas without express approval from the Residence Life Office. See your residence life staff member or Resident Director if you have any questions regarding the State laws on alcoholic beverages or refer to the Appendix.

DRUG POLICY

In view of the nationwide discussion of the use of drugs and narcotics on college and university campuses, The University of North Carolina at Wilmington has adopted a clearcut policy with regard to the use of drugs.

The use, possession, sale and/or distribution of such products as marijuana, LSD, barbiturates, amphetamines, etc., is strictly prohibited, and the University is prepared to take disciplinary action up to and including dismissal of students involved in such practices. Furthermore, because violation of Federal and State laws is involved, the University has an obligation to report any information concerning such practices to proper authorities. See Appendix.

DRUG PARAPHERNALIA

It is unlawful for any person to knowingly use, or to possess with intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, package, repackage, store, contain, or conceal a controlled substance which it would be unlawful to possess, or to inject, ingest, inhale, or otherwise introduce into the body. If you have questions regarding the State laws on drug paraphernalia, refer to Senate Bill 128.

ROOM DAMAGES

When a student checks into an assigned room, he/she accepts responsibility for its condition and fills out the inventory in the "check-in" form, which becomes a record for the condition of the room when he/she assumed occupancy. This record is compared to the condition of the room at check-out time, and any discrepancies become the financial responsibility of the student. Therefore, to protect yourself, be sure to complete your check-in/check-out forms carefully. Failure to turn them in leaves us with no alternative but to assume that the room was in perfect condition when you checked in.

If the room or its furnishings, including the room door, are damaged, the costs will be billed equally to the occupants of the room/apartment unless those individuals responsible for the damage are identified.

Tape marks, glue, self-adhesive plastic hooks on varnished or painted surfaces, as well as nails and screws in these same surfaces, cause damages.

The Residence Life Office will charge the occupants of a room for any restorative service, i.e., tape removal, wall washing and/or painting, surface refinishing of room doors, desk and dresser tops, bookshelves, closets, etc.

Since windows are part of your room, you are responsible for them also. They are very expensive to replace. Just as you would be responsible for replacing a broken window in your home, you will have to pay for any broken windows in your room unless other responsible persons can be identified.

At the end of the Spring Semester, the residence life staff inspects each student's room. Anything needing repair or replacement will be charged as damaged unless normal wear seems to be the cause. The charge will be divided equally among the last occupants of a room.

COMMON AREA DAMAGES

There are also occasions when damages occur in the common area of the floor or building, where individual responsibility is difficult to determine. In these situations, students and staff will work together to determine the nearest source of responsibility. Initially, the amount of such damages will be deducted from the residence life educational program fund until retribution is received from the person or group responsible.

VISITATION POLICY

Visitation involving members of the opposite sex is per-

mitted during certain specified hours. These hours will be posted in the lobby areas of each residence hall and in the Apartment Office. It will be the responsibility of each visitor to know the visitation hours.

Sunday through Thursday - 11:30 a.m. until 11:30 p.m.

Friday and Saturday - 11:30 a.m. until 2:00 a.m.

PETS

Because of public health regulations, pets are not allowed in the residence halls or apartments. This includes, but is not limited to, hamsters, mice, snakes, and other rodents. However, fish in aquariums are permitted as long as the tank does not exceed 20 gallons and is kept in a sanitary condition.

SOLICITATION

Residence halls and/or apartments may not be used to raise money for any individual or organization other than an officially recognized campus organization (either faculty, staff, or student). Anyone not connected with the residence halls/apartments who does not have the proper identification and authorization may be cited for trespassing. Authorization must come from the Dean of Students.

WINDOW POLICY

The residence life staff continues to be concerned with students' use of the windows and window ledges in our high-rise residence halls and with the serious dangers students pose to others. The following activities are considered serious violations of University and Residence Life regulations and will be strictly enforced:

OBJECTS THROWN FROM WINDOWS

Students caught throwing anything from a window will be referred for disciplinary action along with the recommendation that their housing agreement be cancelled. This activity has resulted in serious injuries in the past and is dangerous.

Please remember that you are responsible for what happens in your room and for the actions of your guests. Thus, if a violation of the rules outlined above occurs in your room, you will be considered at least partially responsible. This is yet another good reason why, when you and your roommate leave your room, you should lock your room and your window to protect your own rights.

FIREARMS AND FIREWORKS

Firearms, ammunition, fireworks, gasoline, and other combustible or explosive materials are not permitted in the residence halls or apartments. It is a violation of State law to store weapons of any kind on campus.

Any student caught throwing fireworks from a residence hall/apartment window will be referred for disciplinary action along with a recommendation that their housing agreement be cancelled.

BICYCLES

Bike racks are available for each building. Bikes found on the grass, in front of the buildings, or chained to street signs or trees will be removed. There could be a fine assessed before they are returned to the owner.

BEHAVIOR

All resident students, non-resident students, and guests of resident students are expected to abide by the rules and regulations as set forth by the University, State, and Federal laws.

The following are examples of violations of residence hall policies which will result in the referral of the accused violator(s) to the appropriate University officials and/or the University Judicial System.

1. Habitual misconduct.
2. Any form of physical or verbal threats levied against other students or staff members, including resident assistants.
3. Violation of visitation as outlined in this handbook or posted in the residence halls/apartment.
4. Tampering with, destroying, defacing or removing public property within the residence halls. This includes furniture, doors, screens, walls, elevator, vending machines, ceiling tiles, games, etc.
5. Participation in water fights, shaving cream fights, etc. Destroying or tampering with fire alarms and/or other fire fighting or emergency equipment.
6. Creating excessive noise or participation in general disruptive behavior.
7. Throwing objects from the windows of residence halls/apartments.
8. Undermining the security of hall residents and property, e.g., intentionally leaving end doors of hallways propped open.
9. Fighting or other disruptive behavior.
10. Cooking in residence hall rooms.

CAMPUS POLICE

The Campus Police Office is in the Security Building located off of Riegel Road. In any emergency affecting the safety of the residents or property of the University, this office should be notified at Extension 2184. If you are at any time threatened with physical harm, call the Campus Police immediately. Campus Police patrol the campus and are available to respond to calls 24 hours daily.

FIRE AND EMERGENCY EQUIPMENT

Fire alarms are located on each floor of residence halls, except in Galloway Hall, where the pull station is on the main floor. Fire extinguishers and fire hoses are also on each floor. If abused, this equipment will not function in the event of a fire, endangering the lives of many people. For this reason, if anyone is found tampering with or improperly using alarms, extinguishers or hoses, disciplinary and/or legal action will

be taken. Pulling a false fire alarm, for example, could result in removal from the residence halls and/or a \$500 fine and/or 6 months in jail. Tampering with this equipment will be dealt with severely.

EVACUATION PROCEDURES

1. If a fire alarm sounds, evacuate the building.
2. If there is smoke in your room, keep low to the floor.
3. Crawl to your window and open it a few inches to let in fresh air.
4. If your room is clear of smoke, touch your door before opening. If it is hot, do not open! Stay in your room, and wait for emergency personnel to reach you. Hang a sheet from your window to identify your location. If smoke is entering the room, stuff all openings with towel, etc.
5. If evacuating, take a coat, wear shoes and carry a towel for smoke and hair protection. Close your windows, turn out the lights, and shut and lock your door. Do not stop for personal belongings.
6. Once in the corridor, head quickly but without panic to the stairway exit. Do not use the elevators under any circumstances.
7. Exit down the stairway, making room for the persons on the other floors as they enter the stairway.
8. When you have exited, move away from the building. Keep out of the way of emergency personnel. If you believe someone may be trapped on your floor, report this immediately to fire fighters or Campus Police. Do not re-enter the building for any reason.

ROOM INSPECTIONS AND SEARCHES

Consistent with State and Federal law, the University establishes the following policies concerning room inspections and searches.

1. **GENERAL ROOM INSPECTION:** General room inspections shall be conducted not less than one (1) nor more than four (4) times each month by the Residence Life Staff to check on the general condition and safety of the rooms. At least forty-eight (48) hours notice will be given, and these inspections will not involve the observation of anything which cannot be seen upon entering the room. Drawers, closets, etc., are not opened. Matters of concern in the inspection include but are not necessarily limited to cleanliness of the room; conditions of electrical wiring; presence of prohibited furniture or appliances; condition of heating or cooling apparatus; condition of walls, windows, doors, plumbing, and locks; obvious presence of materials, objects or creatures that could threaten the health or safety of University citizens.

To honor the resident student's individual rights and to maximize the instructional value of the inspection, an approximate schedule for entry will be posted at conspicuous places at the time the general room inspection is announced.

2. **ENTRY IN EMERGENCY:** If, after a general inspection, a room creates an emergency immediately threatening

University property or the well-being of any person, the University reserves the right to enter that room for purposes of repairs or other corrective action. When such action is deemed appropriate by the University, effort will be made to obtain the permission and the presence of the appropriate resident student. In an extreme emergency, e.g., threatened or attempted suicide, the decision to enter the room without the occupant's permission shall be made, if possible, by the highest ranking member present from the University chain of authority, but especially from either the Vice Chancellor for Student Affairs, the Dean of Students, Associate Dean of Students, the Director of Residence Life, Director of Housing, and Resident Directors.

3. **ENTRY UNDER ADMINISTRATIVE SEARCH AND INSPECTION WARRANT:** Pursuant to the provisions and requirements of General Statute (G.S.) 15-27.2, University officials or employees may obtain a warrant to search or inspect a residence hall room "as part of a legally authorized program of inspection which naturally includes that property, or (where) there is probable cause for believing that there is a condition, object, activity, or circumstance which legally justifies such a search or inspection of (the room)." Evidence obtained under this statute may be used in any civil, criminal, or administrative proceeding that results.
4. **ENTRY UNDER UNIVERSITY ADMINISTRATIVE SEARCH WITHOUT A WARRANT:** A University official charged with the responsibility of maintaining discipline, order, or security may without a warrant enter a residence hall room for search and seizure purposes when he or she has reasonable cause to believe that a student is using that room for a purpose which is illegal or which would seriously interfere with campus discipline. Evidence or materials seized may be used in subsequent University administrative or disciplinary proceedings.
5. **ENTRY BY LAW ENFORCEMENT OFFICERS WITH OR WITHOUT THE PRESENCE OF UNIVERSITY OFFICIALS BUT WITH A WARRANT:** Law enforcement officers, when carrying a valid search warrant (containing a proper statement of probable cause, affirmation of creditable information, source, specific description of persons or contraband to be seized, location, etc.), may enter a residence hall room and seize appropriate persons, property, or materials for use or prosecution in subsequent civil, criminal, or administrative proceedings.

FURNITURE AND ROOM MAINTENANCE

Residence hall furniture is placed in the public areas of each building for the use of all students. Such furniture is not to be removed from the assigned area(s) and placed in individual rooms. Should University furniture be found in a student's room, a \$25.00 fine will be issued, and disciplinary action will be taken.

In living in a residence hall/apartment, the student assumes responsibility for the care of the room and its furnishings.

The Residence Life staff respects the students' rights to privacy and their desires to control their own environments. However, the staff also has the responsibility of providing quality facilities at reasonable costs to present and future students. Therefore, the staff reserves the right to enter student rooms to ensure that they are maintained in a safe and sanitary fashion and to make necessary repairs.

If conditions in a room violate State and University health standards, a written notice will be given to the occupants of the room/suite/apartment describing the unacceptable condition and stating that they have 24 hours to clean the room/suite/apartment.

If such stipulation is not adhered to, the occupants can be evicted from the residence hall/apartment.

REPORTING REPAIRS

All needed room repairs should be reported promptly to the Housing Office or to your respective staff member. If the damage should be the responsibility of one or both occupants of the room, charges will be made accordingly. The Housing Office reserves the right to assess charges for damages to the person(s) responsible. Damage charges will cover the cost of repairs and replacement. When damages occur in a particular public area, such as the lobby or hallway, the person(s) responsible will be assessed.

ROOM CHANGES

A week after the semester begins a designated time will be set aside for room changes. These changes will be made through the residence hall/apartment staff, if there is room to do so. Students making approved room changes after this designated time will be charged \$5.00 per change. Any students making unapproved room changes (any change not approved by the Housing Office) will be charged \$10.00 and may be required to move back to their original room.

ELECTRICAL APPLIANCES

The electrical system is not designed to carry heavy overloads of electrical equipment. The maximum capacity assigned to each room is 1,000 watts. No single appliance which exceeds 700 watts may be used. This allows for the use of most thermostatically controlled coffee pots and popcorn poppers. Hair dryers, electric shavers, radios and TVs are also allowed. As a matter of safety, open-coil appliances are not allowed.

SECURITY PRECAUTIONS

Room keys may not be duplicated (against State law), loaned or transferred to other persons.

Room doors should always be locked when the student is not in the room. The occupants of a room are responsible for what goes on in the room. In addition, the University residence halls/apartments are not responsible for the loss of property from the student's rooms.

Incidents of vandalism or property destruction are to be

reported immediately to the residence life staff.

Strangers or persons acting suspiciously should be reported immediately to a staff member or security officer.

The residence halls will be locked nightly at 12:00 midnight for security reasons. No one except residents of the respective halls will be allowed to enter after such hours. Entry for residents will be made by using the assigned key.

LOFT POLICY

Resident students may apply to the Residence Life Office for permission to build free standing lofts or stilts for beds in their rooms.

A loft or stilt contract, when signed by a student, constitutes an agreement under which certain specifications and conditions must be met. This policy may be obtained in the Residence Life Office.

There will be a charge of \$25.00 for the removal and disposal of any lofts or stilts left in vacated rooms.

OVERNIGHT GUESTS

Should a resident student want to have a person of the same sex stay as an overnight guest in one of the residence halls/apartments, the resident assistant must register the visiting person in the main office upon arrival at the hall. If the guest is to stay beyond two consecutive nights, special permission must be granted by the Director of Residence Life. The guest is the responsibility of the hosting student, and he/she must abide by all of the rules and regulations governing housing on campus.

CHECK-IN AND CHECK-OUT PROCEDURES

To check in the assigned residence hall or apartment, each student will be assisted by a Resident Assistant or other University official. The physical condition of the room will be noted and agreed upon in terms of the room's condition. The incoming student will sign the check-in form showing his/her agreement with the room's condition. At this time a \$10.00 key deposit will be collected and room keys will be issued.

To check out of University housing the student must make an appointment with a residence life staff member. The staff member will check the room to see that the proper furnishings are still in place and will assess damages if need be. It should be noted that the student who is assessed damage charges will not be permitted to register for courses the next semester(s) or summer session(s), receive transcripts or graduate until the assessment for damages is paid in full to the University.

POLICIES REGARDING THE POSSESSION, CONSUMPTION AND ADVERTISING OF ALCOHOLIC BEVERAGES ON THE CAMPUS OF THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

The University of North Carolina at Wilmington permits malt beverages (beer) and unfortified wines to be consumed at special activities and programs, and in the privacy of residence hall rooms.

There is no intent to encourage the increased use of alcoholic beverages or to force their consumption upon those who object to the use of alcohol on moral, ethical, or religious grounds. The policy is designed to support the positive, healthy use or non-use of alcoholic beverages in a responsible manner.

1. University policies concerning the possession and consumption of alcoholic beverages do not contravene Federal, State or Municipal law regarding their purchase, possession, or consumption.

A. Possession and consumption of alcoholic beverages on the University campus shall be restricted to residence halls and James Student Services. Exceptions may be designated by the Chancellor.

B. The North Carolina Alcoholic Beverage Control Laws make it illegal for any person under 18 years of age to purchase, possess, or consume, or for anyone to aid or abet such a person in purchasing and consuming any alcoholic beverages.

C. Persons who are 18 years of age or older may purchase, possess, or consume alcoholic beverages containing less than fourteen percentum (14%) of alcohol by volume (beer and unfortified wines). (General Statutes 18-19.1 and 18-66)

D. Persons who are 21 years of age or older may purchase, transport, and consume alcoholic beverages containing more than fourteen percentum (14%) of alcohol by volume (spirituous liquors). (General Statutes 18-90.1)

F. Under no circumstances may any type of alcoholic beverages be sold by any person, organization, or corporation on the campus of the University. (General Statutes 18-87 and 18-50)

G. It is unlawful for any person to drink alcoholic beverages or to offer a drink to another person, or persons, whether accepted or not, on any public road or street, parking lot, sidewalk, or other publicly owned or leased place within the City of Wilmington.

11. The possession and consumption of alcoholic beverages on the University campus will be permitted only at the following places and under the conditions defined both above and below.

A. Possession and consumption of alcoholic beverages in residence halls.

1. Approved social functions.

a. Alcoholic beverages will be allowed only at scheduled functions sponsored by campus groups and only within the confines of that function with regard to time and place of consumption. These functions shall be held only in lobbies or designated areas of residence halls as approved by the Vice Chancellor for Student Affairs or Dean of Students.

b. An alcoholic beverage permit and statement of responsibility must be approved by the Vice Chancellor for Student Affairs or the Dean of Students Office for



all functions where alcoholic beverages are present.

c. The sponsoring organization shall assume all responsibility for serving alcoholic beverages, behavior, and housekeeping. Failure to adhere to the above policy shall result in appropriate disciplinary action and/or a fine to pay for cleaning up the area. Examples of unacceptable behavior are: intoxication; loud, vulgar, or obscene language; disorderly conduct; and excessive noise.

d. All alcoholic beverages shall be purchased by the sponsoring organization. There shall be no "gimmicks" to collect any monies, before, during or after the social event.

e. Any sponsoring organization which allows behavior as described in letter "c." is also subject to disciplinary action by the University Court and/or the administration.

f. At all social functions where alcoholic beverages are served, University supervisory personnel shall be present.

g. At all social functions where alcoholic beverages are served, only students of UNCW and their bonafide guests shall be admitted. Proper identification will be required.

2. Residence Hall Rooms.

a. All possession and consumption of alcoholic beverages shall be in the privacy of the residence hall rooms.

b. Kegs of beer or other large quantities of alcoholic beverages are not permitted in the student's room or elsewhere in the residence halls

except during official residence hall functions.

c. Public display of alcoholic beverages, profanity, obscenity, intoxication, and disorderly conduct are a few examples of violations of the Alcoholic Beverage Policy.

VACATING UNIVERSITY HOUSING

All residence halls will close and all students must vacate the building by noon on the day following the last class prior to the vacation periods listed below:

FALL BREAK - October 16, 1982 - October 24, 1982

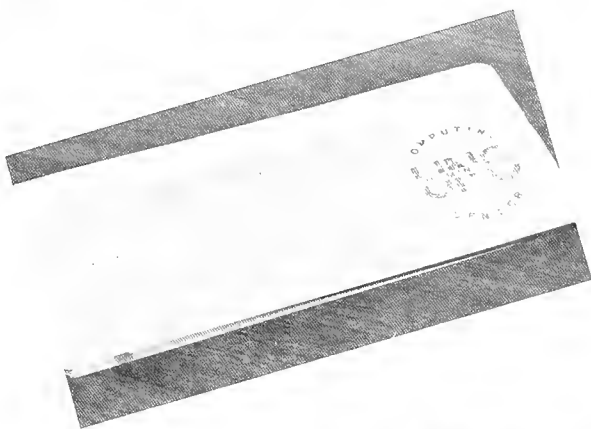
CHRISTMAS VACATION - Dates in current catalog

SPRING BREAK - March 5, 1983 - March 13, 1983

If you need to stay in Wilmington during these break periods, prior arrangements must be made elsewhere.

Students may remain in the residence halls during Thanksgiving and Easter vacation (dates posted in the current catalog), but they must register with the Resident Director in their respective residence hall. Such registration is for security reasons only. In addition, students remaining on campus during these periods are reminded that the University's cafeteria will not be in operation during official holidays or vacations.

PLEASE NOTE: AT THE END OF THE ACADEMIC YEAR, STUDENTS ARE REQUIRED TO REMOVE ALL PERSONAL BELONGINGS FROM THE RESIDENCE HALLS AND APARTMENTS. THIS ALSO PERTAINS TO STUDENTS ANTICIPATING ENROLLMENT IN SUMMER SCHOOL.



Academics

PREREGISTRATION

Preregistration for those students currently enrolled is held each semester. Students who complete preregistration and pay fees by the designated date are registered except if they are declared academically ineligible at the end of the preceding semester.

To preregister, you must complete the following steps:

Pick up Master Registration Card from the Registrar's Office. Students assigned to the Freshman Advising Center will pick up the Master Registration Card from their advisor.

Obtain Class Schedule Card from advisor when you go for appointment to plan schedule.

Go to each department listed on your schedule to get course card and department approval on date your class is scheduled to preregister. (You must have your Master Registration Card before you pick up course cards.)

Return Master Registration Card and course cards to the Registrar's Office by the designated date. Be sure each card is for the appropriate course number and section before you turn in your packet.

YOU WILL NOT BE PREREGISTERED UNLESS YOUR PACKET IS TURNED IN BY THE DESIGNATED DATE.

Payment of Fees for Preregistration

Bills will be mailed a few weeks after preregistration. If you do not receive a bill, check with the Registrar's Office (prior to the payment date).

All scholarships, loans, credit balances, etc., must be verified through the Financial Aid Office and validated by the Cashier's Office. Failure to give proper notification to these offices prior to the payment date will result in cancellation of preregistration.

YOUR PREREGISTRATION WILL BE CANCELLED IF PAYMENT IS NOT MADE BY THE DESIGNATED DATE.

REGISTRATION

Registration is limited to the time period specified in the University calendar of events. Classes may not be added after the last day of registration. Students may take 12 to 18 hours without restriction. Students who have a cumulative quality point average of 3.5 may be allowed, with special permission of the appropriate dean, to carry a maximum of 21 semester hours.

GRADUATION REQUIREMENTS

Application for graduation must be filed in the Office of the Registrar on or before the dates specified in the University calendar.

Students may qualify for the bachelor's degree by

completing successfully (1) the basic studies requirements, (2) an approved course of study in an area of concentration, (3) a total of 124 semester hours of credit, and (4) a minimum quality point average of 2.0. The final 15 hours of credit required for the concentration must be completed at The University of North Carolina at Wilmington.

Graduation will be certified at the end of the term in which all academic requirements are completed, providing the final 30 hours of course credit are completed at UNCW. Upon completion of all requirements, the student will receive either the Bachelor of Arts or the Bachelor of Science Degree.

Participation in the graduation exercises is required of all eligible students unless excused by the Dean of Students Office. All August and December graduates are invited to participate in commencement exercises which are held after the spring semester.

Caps and gowns are required for commencement exercises and may be picked up at the Bookstore approximately one month before commencement. Also, announcements may be purchased at the Bookstore.

Students must pay all University fees and fines prior to receiving their diplomas.

DEGREES WITH DISTINCTION

Three degrees with distinction are granted to graduating students based on all work attempted in meeting requirements for the degree as follows:

Cum Laude for an overall average of 3.50

Magna Cum Laude for an overall average of 3.70

Summa Cum Laude for an overall average of 3.90

Degrees with distinction are granted to transfer students under the following conditions:

1. The student must have the required overall average on all work attempted (including any transfer credit).
2. The student must have the required average on work completed at The University of North Carolina at Wilmington.

Students who complete the Senior Honors Program satisfactorily will be graduated "With Honors in" the discipline in which the special work is undertaken.

CLASSIFICATION OF STUDENTS

Students are classified as freshmen, sophomores, juniors, and seniors. Semester hours passed are used to determine these classifications. In order to graduate in 8 semesters, a student must average 15 to 16 hours per semester. The required number of hours passed for each classification is as follows:

Less than 27 semester hours credit - Freshman

From 27-58 semester hours credit - Sophomore

From 59-88 semester hours credit - Junior

More than 88 semester hours credit - Senior

CLASS ATTENDANCE

Students are expected to be present at all regular class meetings and examinations for the courses in which they are

registered. All faculty members are responsible for setting the attendance policy for their classes. It is the responsibility of the students to learn and comply with the policies set for each class in which they are registered.

GRADE APPEAL PROCEDURE

Any student who protests a course grade shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined below. Such appeal must be made no later than the last day of the next regular semester.

The student shall present the appeal in writing to the chairman of the department within which the protested grade was awarded. By conferring with the student and the instructor, the chairman will seek resolution by mutual agreement.

Failing such resolution, the department chairman will transmit the written appeal to the appropriate dean, who will convene the Grade Appeals Committee.

The Grade Appeals Committee will consist of the convening Dean and five faculty members appointed by the Dean. If the Committee affirms the instructor's decision, the Dean will notify in writing the faculty member, the student, and the department chairman as appropriate. If the Committee supports the student's appeal, it shall prescribe the method by which the student will be re-evaluated. If the re-evaluation results in a grade change, the established Course Grade Change procedure will be followed. The grade resulting from the re-evaluation is final and may not be further appealed.

DEAN'S LIST

Grade point average of 3.5 or better with no grade less than B is required for students taking 12-14 hours. Grade point average of 3.2 or better with no grade less than B is required for students taking 15 or more hours.

GRADES AND REPORTS

The University of North Carolina at Wilmington uses the quality point system and semester hour credit for calculating student achievement. Grade symbols used are A-excellent, B-Good, C-Average, D-Passing, F-Failure, I-Incomplete, WP-withdrawal passing, WF-withdrawal failing.

Quality points are assigned as follows: 4-A, 3-B, 2-C, 1-D. No quality points are given for a grade of I, F, WP, or WF. The quality point ratio is determined by dividing the accumulated number of quality points earned by the accumulated number of semester hours attempted. Hours attempted for which a grade of I, F or WF has been assigned must be included in this calculation.

At the discretion of the instructor, a student may be given a grade of incomplete when the work in the course has not been completed for reasons beyond the control of the student. All incomplete grades must be removed according to a deadline established by the instructor, not to exceed one calendar year from the end of the semester in which the incomplete was given; otherwise, the I becomes an F.

Grade reports are mailed to the student at the end of each semester.

CHANGE OF NAME AND ADDRESS

Every student must notify the Office of the Registrar of any change in name or address.

WITHDRAWAL POLICY

A student may withdraw from The University of North Carolina at Wilmington or from any UNCW course during the period of registration without having a grade entered on the academic record.

During the semester, forms requesting a WP (withdrawal passing) or WF (withdrawal failing) must be filed in the Registrar's Office on or before the dates specified in the University academic calendar. A grade of WP will not affect the grade point average. During the last five (5) weeks of the semester, a student who withdraws from the University or from individual courses will receive a grade of F.

Undergraduates who withdraw from all their courses should fill out an Official Withdrawal Form in the Dean of Students Office, Alderman 110.

Graduate students withdraw in the Graduate Office, Alderman 111.

ACADEMIC REGULATIONS -- GRADUATE STUDENTS

Registration

Registration is held usually between 4:30 p.m. and 5:30 p.m. in Hanover Hall. It is always at a different time from undergraduate registration.

Drop/Add

The Schedule Revision card must be signed by the advisor and the instructor and turned in immediately to the Office of the Director of Graduate Studies for approval.

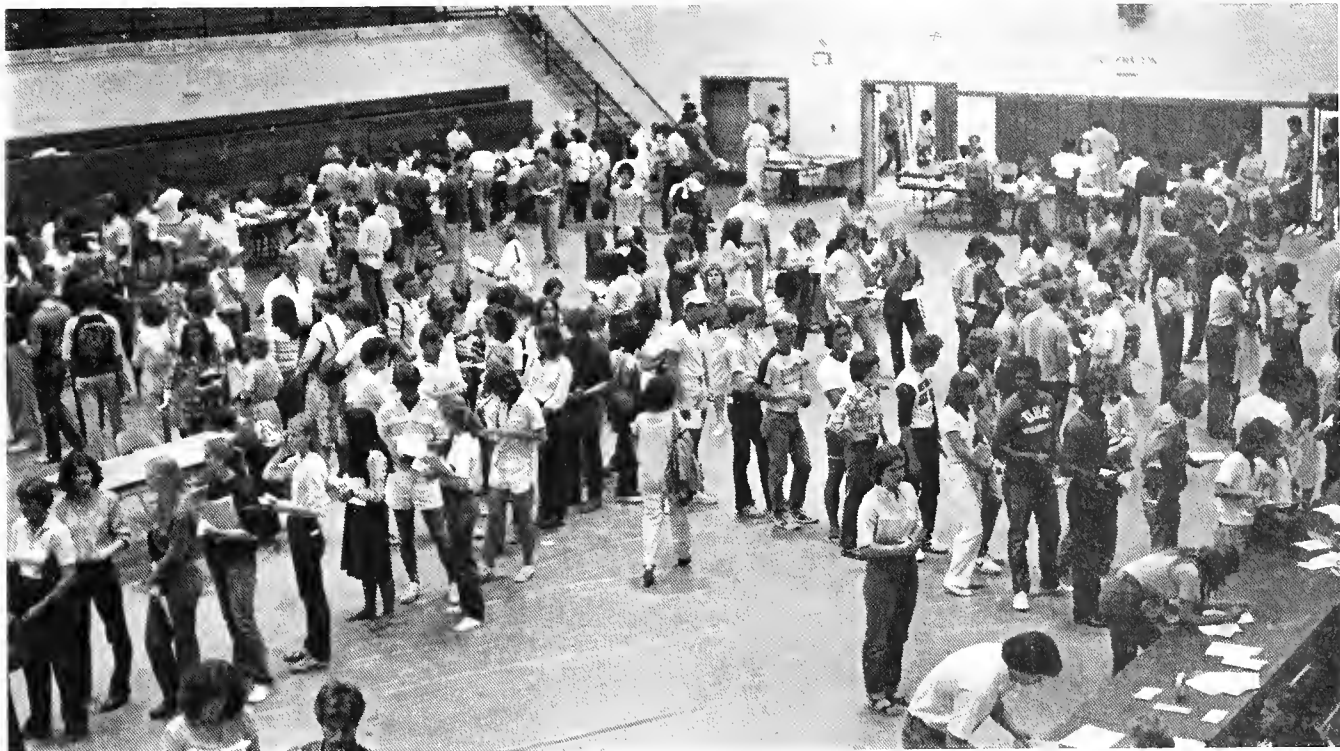
Graduation Requirements

Application for admission to candidacy and graduation must be filed in the Office of Graduate Studies on or before the dates specified in the University Calendar. Graduation will be certified at the end of the term in which all degree requirements are completed.

Participation in the graduation exercises is required of all eligible students unless excused by the Director of Graduate Studies. All August and December graduates are invited to participate in commencement exercises, which are held after the spring semester.

Caps and gowns are required for commencement exercises and must be ordered through the bookstore in February. The rental fee for caps and gowns is included in the graduation fee.

Students must pay all University fees and fines prior to receiving their diplomas.



Grade Appeal Procedure

Any student who protests a course grade shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined below. Such appeal must be made no later than the last day of the next regular semester.

The student shall present the appeal in writing to the Dean of the College or School within which the protested grade was awarded. By conferring with the student and the instructor, the Dean will seek resolution by mutual agreement. Failing such resolution, the Dean will transmit the written appeal to the Director of Graduate Studies. The Director will convene the Grade Appeals Committee.

The Grade Appeals Committee will consist of the Director as chairman and five members of the graduate faculty appointed by the Director. If the Committee affirms the instructor's decision, the Director will notify in writing the faculty, the student, and the appropriate Dean. If the Committee supports the student's appeal, it shall prescribe the method by which the student will be reevaluated. If the reevaluation results in a grade change, the established Course Grade Change procedure will be followed. The grade resulting from the reevaluation is final and may not be further appealed.

Graduate Grading

Grade symbols used for graduate students are: H--clear excellence, P--entirely satisfactory, L--low passing, F--fail, S--satisfactory progress on thesis, I--work incomplete,

WP--withdrew passing.

An incomplete grade may be given if the course instructor determines that exceptional circumstances warrant extending the time for the student to complete the course work. The instructor may set the maximum allowable period for completion of the course work, but in no case will extension exceed one year. If the time allowed is to be less than one year, this information should be transmitted in writing to the student, with a copy to the Director of Graduate Studies. If within 12 months a grade change request has not been submitted by the instructor, the incomplete automatically becomes an F.

DIRECTORY INFORMATION RELEASE

The University of North Carolina at Wilmington has routinely made public certain information about its students. This information includes names of students who: are selected by the various honorary societies, receive scholarships, make the Dean's List, hold offices, or are members of athletic teams. The annual commencement program publishes the names of persons who have received degrees during the year.

The Family Educational Rights and Privacy Act defines the term "directory information" to include the following categories of information: The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The University will make public information

about each student limited to these categories in ways such as those described above. Of course, information from all these categories is not made public in every listing. Students who do not wish to have "directory information" released must give written notice to the Office of the Registrar before the end of the registration period of each semester that they are enrolled.

SECURE-SURF PROGRAM

A study of undersea research needs in the Southeastern United States was conducted in 1978-79 to determine the suitability of the various diving systems available. Reviewing the findings of this study, research institutions and agencies in Virginia, North Carolina, South Carolina and Georgia agreed that research objectives could best be addressed by the development of a shared undersea facility, to be managed by the Southeastern Consortium for Undersea Research (SECURE). In turn, the consortium will direct the Southeastern Undersea Research Facility (SURF) based at The University of North Carolina at Wilmington. This unique research program accommodates a wide range of undersea research needs, from SCUBA, bounce and bell saturation system to submersibles, possibly with lock-out capabilities.

RESIDENCY STATUS FOR TUITION PAYMENT

Residency status for tuition purposes is defined in the North Carolina General Statutes as follows:

To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of the State, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of the State, this fact shall be prima facie evidence of non-domiciliary status of the individual. (B.S. 116-143.1)

The initial classification of students as in-state or out-of-state residents for tuition purposes is made by the Office of the Director of Graduate Studies. Appeals for in-state status may be made to the campus appeals body, Out-of-State Tuition Appeals Committee. University regulations governing residential classification of students are set forth in detail in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." Each enrolled student is responsible for knowing the contents of this manual. Students who are interested in referring to this manual can do so by going to the undergraduate Admissions Office, Dean of Students Office, or Registrar's Office.

Applications for Residence and Tuition Status can be

obtained from the Admissions Office, Dean of Students Office, or Registrar's Office. After completing the application, the student must turn it in to the Registrar's Office.

ACADEMIC HONOR CODE

The University of North Carolina at Wilmington is committed to the proposition that the pursuit of truth requires the presence of honesty among all involved. It is therefore this institution's stated policy that no form of dishonesty among its faculty or students will be tolerated. Although all members of the University community are encouraged to report occurrences of dishonesty, each individual is principally responsible for his own honesty. The following definitions and procedures are provided in the interest of helping all to realize the high value that is placed on academic integrity and the means that will be employed to ensure its preservation.

I. Academic Dishonesty Offenses

Many forms of academic dishonesty are too obvious to require definition. Cheating on tests, providing or receiving unauthorized assistance, tampering with grades and records, stealing exams, and other similar misdeeds are patently dishonest and need no further discussion.

There is, however, one offense that has not always been subjected to the full disapproval it deserves, and that is plagiarism. Therefore, the following description is provided so that the policy of this institution is clear.

Plagiarism is the act of taking the work of someone else and passing it off as one's own. It is doubly unethical, since it deprives the true author of his rightful credit and then gives that credit to one to whom it is not due. It is thus a form of thievery as well as fraud, and is thus totally out of place in an institution of higher learning.

Since in stealing the work of another one can use it in different ways, there are different kinds of plagiarism. The following three kinds are described by Harold C. Martin and Richard M. Ohmann in their book, *The Logic and Rhetoric of Exposition* (1963):

- A. Word-for-word copying. Whenever someone else is directly quoted, honesty and courtesy require acknowledgement of the source. The text should be placed in quotation marks and its exact location should be indicated whether in the text itself or in a footnote.
- B. The mosaic. To intersperse a few words of one's own here and there while basically copying the work of another is obviously unethical, unless one clearly acknowledges that this is being done. Should there be a valid reason for doing so, then quotation marks or a general footnote should be used to show what belongs to the source and what is one's own contribution.
- C. The paraphrase. Once more the crucial point is acknowledgement. Sometimes one can paraphrase in order to simplify, abbreviate, or improve upon an original, but the reader deserves to know what is being presented to him and whose work it represents. Therefore, acknowledgement of the source is required within the text or by a footnote.

In summary, the stated policy of The University of North Carolina at Wilmington on all these forms of plagiarism is clear: conscious use of sources is always to be acknowledged.

II. Judicial System

In order to enforce the policy of academic integrity, a mechanism for handling violations is provided. To ensure justice and protect individual rights, a two court system is employed.

A. Academic Court

The Academic Court consists of two students (elected by the Student Senate), two faculty members (appointed by the Chancellor for one-year terms following recommendation by the Steering Committee of the Faculty Senate), and the Vice Chancellor for Student Affairs. The Vice Chancellor for Student Affairs presides over this court.

An Attorney General and a Defense Attorney are appointed by the President of the SGA. A defendant may choose his own defense attorney, as long as the person selected is not a member of the court system.

B. Court of Appeals

The Court of Appeals is composed of the appropriate Academic Dean, the Dean of Students, the chairman of the Faculty, the President of the SGA, and the President of the Senior Class. The appropriate Academic Dean presides over this court.

C. General Court Rules

1. No individual can serve as a member of both of these courts.
2. The presiding officer of each court is responsible for maintaining records of each proceeding. The records are filed in the Student Affairs Office.
3. The courts shall ensure the right of due process and fair hearing to every defendant, including the presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against him, and the right to advice and assistance in his own defense.
4. The presiding officer will appoint replacements in cases of conflict of interest or unavoidable absence.
5. The five judges decide by majority vote on the innocence or guilt of the defendant, and also on the suggested penalty.
6. The defendant may appeal a decision of the Academic Court to the Court of Appeals; but if he is found innocent by either of these courts, the case is at that point automatically closed, and the student is cleared unless additional evidence is disclosed.
7. An appeal by the plaintiff may be heard in the Court

of Appeals only if the presiding officer of that court agrees that sufficient new evidence is available to warrant a new trial.

III. Judicial Procedure

- A. Out-of-court Settlement. When an instructor suspects a student of academic dishonesty, the first avenue of resolution may be private. If the penalty proposed by the instructor is acceptable to the student, the incident can be dropped; the instructor must, however, be sure the student is aware of his option to go through the courts. The instructor may let the court decide the case, at his discretion.

B. Initiating Court Action

1. The Student Attorney General is contacted by either party; he is then responsible for gathering data pertinent to the case.
2. After meeting with both parties, the Attorney General determines a mutually agreeable date for their appearance before the Academic Court.
3. The defendant must be allowed a reasonable time to prepare his defense. However, all cases should be handled expeditiously so that court proceedings should be underway within two weeks of the initial charge.

C. Suggested Penalties for Proven Offenses

1. If the court finds a student innocent of the charge, the instructor involved must acknowledge the student's legal innocence and ensure fair treatment of the student.
2. If the defendant is found guilty of the charge, the court suggests a penalty, considering all circumstances in the case. Either failure in the course or suspension for the remainder of the semester is generally appropriate for an offense of academic dishonesty.

D. Implementation

1. Following settlement of a case, notification of the outcome of the case and the suggested penalty, if appropriate, is sent to the defendant, the faculty member involved, the appropriate Dean, and the Chancellor. A copy of this notification is placed on file in the Student Affairs office along with other records of the proceeding.
2. The authority to determine the course grade resides with the instructor, subject to the existing grade appeal process.
3. The authority to suspend or expel resides with the Chancellor.

SERVICE DIRECTORY

Academic Advising - Freshmen	Academic Advising Center (Library)
Sophomores, Juniors and Seniors	Advisor
Address Change	Registrar's Office, A-108
Alumni Information	Development Office, A-217
Audit Application	Registrar's Office, A-108
Advisor Assignments	Departmental Secretary
Campus Minister	Vice Chancellor for Student Affairs, A-109
Career Counseling	Career Planning and Placement, A-207
Cashing Checks	Bookstore (\$20.00 limit)
Catalogues	Vice Chancellor for Student Affairs, A-109, or Dean of Students Office, A-110
Certification of Student Status	Registrar's Office, A-108
Clubs and Organizations	Student Activities, Hinton James Student Services, Room 101
Cooperative Education	Career Planning and Placement, A-207
Counseling	Counseling and Testing, Hinton James Student Services, Room 106
Course Change	Advisor
Credential Service	Career Planning and Placement, A-207
Dropping a Course . . . (1) Instructor, (2) Advisor, and (3) Card turned in to Registrar's Office, A-108	
Graduate Office	A-111
Graduation Application	Registrars' Office, A-108
Graduate Record Exam	Counseling and Testing, Hinton James Student Services, Room 106
Handicapped Services	Counseling and Testing, Hinton James Student Services, Room 106
Health Information Services	Vice Chancellor for Student Affairs, A-109 or Dean of Students Office, A-110
Honors Program Application	Registrar's Office, A-108
Housing Information (On-campus)	Housing Office, Belk Residence Hall
Housing (Off-campus)	Student Activities Bulletin Board, Hinton James Student Services
Infirmary (Health Service Center)	Dorm '79
ID Cards	Dean of Students Office, A-110 (9:30 a.m. to 10:30 a.m. & 3:30 p.m. to 4:30 p.m.)
International Student Advisor	Dean of Students Office, A-110
Internships	Career Planning and Placement, A-207
Loans and Grants	Financial Aid Office, A-104
Lost and Found	Student Activities, Hinton James Student Services, Room 101
Change of Major	
In College of Arts & Sciences (Sophomores, Juniors & Seniors)	A-112
All Freshmen	General College Advising, Library
Business	School of Business
Education	School of Education
Meal Card Replacement	Cafeteria
Meal Plan Information	Housing Office, Belk Residence Hall
Out-of-State Appeals Applications	Admissions Office, A-101 Dean of Students Office, A-110, and Registrar's Office, A-108
Parking Decal	Belk Residence Hall
Part-time and Summer Work	Career Planning and Placement, A-207
Payment of Tuition and Fees	Cashier's Office, A-211
Re-enrollment Applications	Admissions Office, A-101
Repeat a Course Application	Registrar's Office, A-108
Room Reservations	Special Programs, H-119
Scholarships	Financial Aid Office, A-104
Schedules for Pre-registration	Registrar's Office, A-108
Schedule Conflict	Registrar's Office, A-108
Social Security Forms to be filled out	Registrar's Office, A-108
Student Government Association	Hinton James Student Services, Room 201
Summer School Information	Special Programs, H-119



Student Life

STUDENT GOVERNMENT ASSOCIATION

A central part of student life at the University is the Student Government Association. Executive officers are elected by the student body each spring, and legislative representatives are elected from each class and at large in the fall and spring.

The SGA is a democratic organization, its constitution modeled after the federal and state constitution. Through SGA, students can express their opinions on matters vital to UNCW, working to serve the best interests of the University community. SGA is the major channel for student impact on decisions which affect the University, with the SGA president serving on the University's Board of Trustees as a voting member.

Copies of the SGA Constitution are available in the SGA office, upstairs in the James Student Services Building (Pub). Also available are details on upcoming SGA elections and opportunities to serve in a variety of student positions in University committees as well as in-house SGA committees.

There is a full judicial branch of SGA, too, whose members are elected by students.

SGA is most visible during its weekly Student Senate meetings, held Thursdays at 7 p.m. in the Chemistry-Physics Building.

UNIVERSITY PROGRAM BOARD

The University Program Board is a committee of crazy, insane, highly energetic, creative students dedicated to the task of bringing quality entertainment to UNCW. The Board is designed to streamline the method of programming and coordinate student efforts to offer a broad range of cultural, entertaining and social activities.

UPB programming includes films, lectures, concerts, dances, coffeehouses, performances, fine arts programs and many special events.

Events that the UPB has sponsored in the past include a rip roaring Halloween Dance, the legendary Block Party, and the incredible Seaside Jam, a day-long event of fun, sun and good music, as well as a benefit for the Save the Whales Campaign.

The UPB experience includes planning each event as well as seeing it through to reality. To become a part of the effort, students are invited to join one or more of the UPB Committees: Concert, Dance, Fine Arts, Coffeehouse, Lecture, Special Events, Graphics, and Public Relations. Information concerning either the University Program Board or Student Activities can be obtained downstairs in the Pub.

If you are unable to join the organization, but still are concerned about student programming, contact any of the UPB members and share your ideas. They're always glad to listen.

ALCOHOL AWARENESS TASK FORCE

The UNCW Alcohol Awareness Task Force, a group of student, faculty, staff and community volunteers, studies alcohol use on campus, provides information about the effects of alcohol, and encourages deliberate and responsible decision-making about alcohol use.

Information sessions about decision-making, safe drinking attitudes, legal responsibilities, party planning, and University regulations are available to students, clubs, organizations and residence life groups. Students who want more information about these services should contact the Dean of Students Office, Alderman 110.

INTRAMURALS

Objectives of the Intramural Program

The Intramural Office conducts a program of varied activities to provide students with the opportunity to participate in organized individual and team sports. The program does not require the intensified training and high degree of skill associated with varsity athletics. An individual's playing ability is not considered as important as the desire to enter into the true spirit of competition and good sportsmanship.

The intramural program will attempt to contribute to the student's overall educational experiences in the following ways:

1. Secure for the individual organic vigor, strength, endurance, and emotional readiness through competition in enjoyable activities that relieve tension and encourage companionship.
2. Provide an opportunity to participate individually or on a team in a wholesome program.
3. Provide an opportunity to participate in activities which will carry over into later life.
4. Provide an opportunity for the development of sportsmanship and a respect for the will of others.

How to Enter Intramural Activity

I. Steps to Follow

1. Check IM Bulletin boards for: (a) yearly calendar; (b) biweekly calendar; (c) entry deadlines; (d) starting dates. Check activity information sheets which precede each activity for exact dates. Check the moving message board in the cafeteria.

2. For all activities, get entry blanks from the IM office.

3. Check on the eligibility of your team personnel.

4. List the names of your team members on the entry form. List a phone number for the manager.

5. Return the completed entry form personally to the IM office on or before the designated entry deadline. Entry forms will not be accepted through the mail.

6. If you do not wish to organize a team, but wish to play on one, contact the IM office.

II. Mandatory Team Captain's Meeting (Most activities have required meetings)

1. Season schedules, rules, and other necessary information are distributed.

2. Teams not represented at the team captain's meeting will not be eligible for competition. The representative must be the team captain or a member of the team and their name must appear on the roster.

3. Dates for meetings will be distributed on activity information sheets and bulletin boards.

POLICY

When an individual participates on an intercollegiate team (varsity or junior varsity) through the first team cut, s/he forfeits the right to intramural participation in that sport, and closely related sports (i.e. basketball, free throws, one-on-one, three-on-three) for the remainder of the current academic year and the following academic year. Following the "lay out" year the individual may re-enter the "intramural ranks" with no restrictions.

Sportsmanship

A part of the philosophy of the intramural program is that good sportsmanship is vital to the conduct of every contest. In order to encourage proper conduct during games, officials, supervisors, and administrative personnel shall make decisions on whether to warn, penalize, or eject players or teams for poor sportsmanship. These decisions are final. The University Intramural Advisory Committee will rule on further penalties for unsportsmanlike conduct. The following are considered to be evidence of unsportsmanlike conduct:

- Profanity.

- Unnecessary delay of game.

- Striking or shoving an opponent (automatic ejection from the game).

- Arguing with officials concerning decisions (discussion is allowed as long as it is done in a mature manner by the team captain only).

- Derogatory and abusive remarks toward an opponent, official, or spectator.

- Any action which is intended to physically injure an opponent.

- Any action which shows disregard for the rules or policies of the intramural program.

Divisions of Intramural Competition

All activities provided by the IM Department have the potential of having three divisions: men's, women's, and Co-Rec. The number of divisions is determined by the number of entries.

Awards

Certificates are awarded to league champions and runners-up and to the overall champions and runners-up.

VARSITY CHEERLEADERS

Cheerleaders are chosen at the beginning of the fall

semester and tryouts are open to all students. Those selected represent the University at both home and away games for all major sports.

ATHLETICS

The University holds membership in the National Collegiate Athletic Association and the National Association of Intercollegiate Athletics. There are seven intercollegiate teams fielded for men and seven for women as shown below:

Men's varsity sports include: Soccer, basketball, tennis, golf, baseball, swimming and cross-country.

Women's varsity sports include: Volleyball, basketball, tennis, golf, softball, swimming and cross-country.

A tryout period is held by each sport for students who are interested in participating in varsity sports.

TENNIS COURTS

The tennis courts, located beside Hanover Hall Gymnasium and behind Galloway Hall, are available for all students, faculty and staff who desire to use them. A valid ID is required. Courts are generally open from 3 to 9 p.m. or at any time there are not physical education classes scheduled.

EXERCISE AND TRAINING FACILITIES

The weight training and exercise facilities of Trask Coliseum are available throughout the day to members of the University community. Consult the management of Trask for rules and regulations governing use of these facilities.

SWIMMING AND DIVING

The pool facilities of Trask Coliseum are available to students, faculty and staff at various hours of the day. Free swim hours are posted, and a diving tank is also available. Check pool regulations before planning to use the facilities to assure you have the proper gear and attire.

Check bulletin boards in pool area for updates and time changes in free swim hours.

HANDBALL AND RACQUETBALL

The handball and racquetball courts are available for student use during non-class hours. Courts must be reserved prior to use on the same day you wish to play. Equipment is provided for your use and may be obtained for play by presenting a valid ID to the attendant.

BASKETBALL AND VOLLEYBALL COURTS

During the afternoon and evening during non-class hours, space is available for practice on the basketball and volleyball courts in Hanover Hall Gymnasium. Time for court usage fluctuates depending on intramural sports schedules.

UNIVERSITY THEATRE

The University Theatre is an educational theatre dedicated to the creative advancement of the dramatic arts. Four major

plays are presented during the academic year with experimental work produced on demand.

The University Theatre provides a place for students to expand their theatrical curiosity from the standpoint of educational, recreational and experimental outlets indigenous to the theatre, onstage, backstage and before the stage.

For information concerning auditions and performance, contact Division of Drama of the Department of Creative Arts.

THE UNIVERSITY READERS THEATRE

The University Readers Theatre offers students an opportunity to participate in the group performance of literature. Readers experience the imaginative process of bringing literature to life, from short stories and novels to poetry and drama.

For information concerning auditions and performances, contact Professor Carole Tallant, Division of Speech Communication, Department of Creative Arts.

UNIVERSITY INSTRUMENTAL ENSEMBLES

The University Pep Band is open to all students and plays for most home basketball games. Credit for performance in this ensemble is available. Contact Harry McLamb, Division of Music, Department of Creative Arts, for further information.

The UNCW Wind Ensemble is organized each semester to provide instrumental music experience for students who want it. Membership is open to any student who has had instrumental experience, with the approval of the director, and participants may earn credit. Participation by non-music majors may be supplemented by private lessons, also for credit. The University Wind Ensemble presents concerts each year and participates in the stage productions of the Creative Arts Department.

UNIVERSITY VOCAL ENSEMBLES

The UNCW Concert Choir is organized each semester to provide vocal musical experience for those students who desire it. Membership is open to any student in the University with the approval of the director, and any participant may earn credit. Participation of non-music majors may be supplemented by private lessons, also for credit.

The University Concert Choir and its small ensemble, The Chamber Singers, regularly provide music for University functions, appear on radio and television, and act as ambassadors from the University at a wide spectrum of community functions.

UNCW COMMUNITY ORCHESTRA

The UNCW Community Orchestra seeks to give citizens as well as students the opportunity to use their musical talents in a cooperative endeavor. Four concerts are given during the school year. Rehearsals are held each Tuesday evening from 7:30 p.m. to 9:30 p.m. UNCW students receive one credit hour per semester. Interested students should contact Dr. Richard Deas in Kenan Hall, Room 116.

NON-TRADITIONAL STUDENTS

The University is aware of the growing presence of non-traditional students on campus. The term "non-traditional" refers to those students over 23 years of age who are returning to an academic setting after an absence and who have job and/or family responsibilities. Approximately one-fourth of the student body meets these criteria.

Non-traditional students are encouraged to become active in every aspect of campus life. In an effort to meet the needs of these students, the University has designated the Associate Dean of Students in Alderman 110 as the contact person.

The Non-Traditional Students Organization is also an important source of support and enjoyment for non-traditional students. Meetings are held the first Tuesday of each month in the Pub at 7:00 p.m. and the first Wednesday of each month at 12:15 p.m. in the Cafeteria Snack Bar.

All students are invited to attend.

RESIDENCE LIFE ASSOCIATION

The Residence Life Association purposes are:

To promote a favorable environment for study, relaxation and fellowship; to plan and implement social, recreational, cultural and educational programs for the residence life students; to help maintain wholesome and pleasant living conditions in the residence life areas of UNCW; to seek, maintain and enhance reciprocal channels of communication between the residence hall students, the faculty, administration and the general public.

All students residing in on-campus housing at The University of North Carolina at Wilmington will be able to participate in this association.

PUBLICATIONS

Atlantis

Atlantis, the UNCW literary magazine, is published twice yearly, once each semester. Written and edited by UNCW students, Atlantis serves as a means of publishing student poetry, short stories, essays and art. All students are invited to submit material to Atlantis and to work on the staff. The Atlantis staff attempts to provide the campus with a quality magazine that is representative of the creative abilities of UNCW students.

Catalogues

Students are given one catalogue at the beginning of each academic year. After that, if the catalogue is lost, a copy may be purchased from the bookstore for a nominal fee.

Fledgling

Each year a staff of students at UNCW works to compile an accurate and meaningful account of life on campus. The publication is known as the Fledgling and it is distributed in the spring.

The staff tries to capture in pictures and words everything that happens, trying to represent and recognize every student

in some way. Any interested student is eagerly welcomed to the Fledgling staff.

Forum

Forum is a quarterly publication dedicated to current undergraduate research at UNCW, to provide pertinent information on marine sciences, and to serve as an organ for undergraduate science expression. Forum is edited and written by undergraduate students in the Marine Science Program. Papers for the journal may be submitted by any interested student.

The Seahawk

The regular weekly newspaper of the students of UNCW, The Seahawk, is a vital voice of University activities. It provides a forum for the expression of ideas, thoughts and open, honest communication. The staff is open to anyone who wishes to work as an editor, reporter, columnist, typist, artist, photographer or layout specialist. In addition to furnishing news articles, features and editorials for interest and entertainment, The Seahawk provides such services as free classified ads to those within the University community. The staff invites any interested person to visit the office, located on the first floor of the Student Services Building.

Tugboat Review

The Tugboat Review is a literary publication sponsored by the UNCW English Department and the Arts Council of the Lower Cape Fear. The magazine, featuring short stories, poetry and artworks by writers and artists of Southeastern North Carolina, is published twice each year.

UNCW students are invited to contribute material for publication in the Tugboat Review or to serve on the

magazine staff. Information may be obtained from the UNCW English Department.

CLUBS AND ORGANIZATIONS

A variety of social, academic, and service organizations enhance student life at The University of North Carolina at Wilmington. National sororities and fraternities are established on the campus to recognize students for their leadership and service. Several departments in the University have locally and nationally organized groups to stimulate interest in specific areas and to develop professional attitudes. A representative listing follows:

Fraternal Organizations

Professional Fraternities:

Alpha Kappa Delta (Honorary)
Phi Beta Lambda
Psi Chi (Honorary)
Sigma Alpha Beta
Sigma Pi Sigma (Honorary)

Social Fraternities:

Chi Phi
Omega Psi Phi
Pi Kappa Phi
Sigma Alpha Epsilon
Sigma Phi Epsilon
Tau Kappa Epsilon

Service Fraternities:

Alpha Phi Omega

Social Sororities:

Delta Sigma Theta
Delta Zeta

Clubs and Organizations

Art Guild

Atlantis

B. Frank Hall Philosophy and Religion Society

Biology Club

Black Student Union

Campus Christian Fellowship

Chemistry Club

Circle K



Concert Choir
 Criminal Justice Club
 Earth Science Club
 English Club
 Fledgling
 Forum
 Football Club
 Math Club
 National Organization for Women (NOW)
 National Scholastic Surfing Association
 North Carolina Student Legislature (NCSL)
 Psychology Club
 Racquetball Club
 Rangers Club (ROTC)
 Recreation Majors Club
 Seahawk
 Social Workers Club
 Society of Physics Students
 Student North Carolina Association of Educators
 Ten Pin Club
 UNCW Debate Team
 UNCW Historical Society
 UNCW Sailing Club
 UNCW Skihawks
 UNCW Young Democrats
 University Theatre
 University Program Board
 Video Network
 Color Guard (ROTC)

I. STUDENT CODE OF CONDUCT

The enrollment of a student shall be construed as both an evidence and a pledge that the student accepts the standards and regulations of The University of North Carolina at Wilmington and agrees to abide by them. Conduct that interferes with the efforts of others to secure an education, enjoy a recreational event, or reside in an environment that is clean, quiet and conducive to study is prohibited. The University reserves the right to ask for the withdrawal of any student who refuses to adhere to the standards of the institution.

II. PROHIBITED BEHAVIOR

Immediately upon returning to campus or off-campus residence from a weekend or other University approved break, students are subject to the rules of the University, whether or not classes are in session. Any student charged and found guilty of prohibited behavior is subject to disciplinary action by the University Judicial System. Prohibited behavior includes, but is not limited to, the following:

A. Damage to Property - Malicious or unauthorized intentional damage or destruction of property belonging to the University, to a member of the college community, or a visitor to the campus.

B. Theft - Unlawful taking of University property or property of any other person.

C. Receipt of Stolen Goods - Obtaining by any means

property one knows or has reason to believe is stolen.

D. Sale or Exchange of Stolen Property - Sale or transfer by any means of property one knows or has reason to believe is stolen.

E. Drugs - The possession or use (without valid medical or dental prescription), manufacture, furnishing, or sale of any narcotic or dangerous drug. (See Appendix)

F. Weapons - Possession of firearm on University property or at events sponsored or supervised by the University or any recognized University organization. (See Appendix)

G. Fire Safety - (1) Tampering with fire equipment; (2) making a false fire alarm; and (3) setting any unauthorized fire in or on University property.

H. Fireworks - Possession or use of any explosive device, including but not limited to firecrackers, cherry bombs, bottle rockets, and dynamite.

I. Alcoholic Beverages - Any act that violates University Policy on the consumption and advertising of alcoholic beverages. (See Appendix)

J. Hazing - Any act that injures, degrades, harasses or disgraces any person. (See Appendix)

K. Infliction or Threat of Bodily Harm - (1) Infliction of bodily harm upon any person while on University premises; (2) any act that creates a substantial risk of bodily harm to any person who is on University property, including, but not limited to, throwing objects from buildings; and (3) threatened use of force to inflict bodily harm upon any person who is on University property.

L. Unauthorized entry to residence halls, University apartments, and/or immediate area.

M. Gambling - The playing of cards or other game of chance or skill for money or other items of value.

N. Falsification of Records and Contracts - (1) No students shall alter, counterfeit, forge, or cause to be altered, falsified, counterfeited, or forged any record, form, or document used by the University; (2) violation of contractual agreements between a student and the college, including, but not limited to, written financial aid agreements will be subject to discipline under this code.

O. Lying - Falsification, forgery or modification of University record or document, including, but not limited to, Photo ID, medical excuse, traffic decal, drop or add slip, meal card, and other applications.

P. Trespassing - Unauthorized entry into and/or presence in a building, office room, or vehicle on campus.

Q. Student Identification Cards - (1) Failure to submit identification to a duly authorized and properly identified University official. No student shall interfere with or give false name to, or fail to cooperate with any properly identified University personnel while these persons are doing their jobs; (2) lending, selling or otherwise transferring a student identification card; (3) use of a student identification card and/or meal card by anyone other than its original holder.

R. Visitation - Any act that violates the visitation policy published in the Guide to Residence Hall Living.

S. Illegal Pet - Any act that violates the policy on pets.

T. Public Demonstrations and Assemblies - Any act that violates North Carolina General Statutes 17-132.1 or the consolidated University "Policies, Procedures, and Disciplinary Actions in Case of Disruption of Educational Process." (See Appendix.)

U. Unauthorized Use or Possession of University Keys - Possession, use or duplication of University keys without the consent of those individuals responsible for their control.

V. Unauthorized Use of University Computer - Any act that violates the rules and regulations of the University Computing Center.

W. Unauthorized Use of University Telephone - Use of University phones, including main lines, without consent of those responsible for their control.

X. Traffic and Motor Vehicle Regulation - Any act that violates regulations concerning traffic, parking, motor vehicles, and other vehicles including bicycles, as specified in the handbook on Traffic Rules and Regulations.

Y. Disorderly Conduct - Any act that reasonably disturbs the peace and tranquility of the University, including, but not limited to, throwing objects from windows, continued noise making in the residence halls, and profanity.

III. DISCIPLINARY MEASURES

The following sanctions or any combination thereof may be imposed by designated representatives of the University.

A. Expulsion - The permanent severance of the student's relationship with the University.

B. Disciplinary Suspension - The temporary severance of the student's relationship with the University for a specified period of time but not less than the remainder of the semester in which the sanction is imposed.

C. Recorded Disciplinary Probation - An account of the infraction of regulations is placed in the discipline folder in the Dean of Students Office and in the student's folder in the Registrar's Office. The duration of the probation period is noted in both folders. At the end of the probation period, the account is removed from the student's folder in the Registrar's Office.

D. Disciplinary Probation - An account of the infraction of regulations is placed in the discipline folder in the Dean of Students Office. The duration of the probation period is noted.

E. Eviction - Removal from University housing.

F. Denial of Access to Residence Life Area - Written statement denying access to any or all residence halls, University apartments, and immediate areas for a specified period of time.

G. Restitution - (1) Reimbursement for damage to, or destruction of, University property or property of any person; (2) restitution in the form of appropriate service to be performed.

H. Restriction of Privileges - Results in forfeiture of student ID to Dean of Students Office. The student's right to attend University events that require presentation of the ID will be suspended for a period that may



not exceed 60 days.

I. Oral reprimand - An oral statement of disapproval.

UNIVERSITY JUDICIAL SYSTEM

The University Judicial System shall ensure that every student is provided the right of due process and a fair hearing, presumption of innocence until found guilty, the right to know the evidence, and to face witness testifying against him. Twenty-four hours' written notice will be provided to the student informing him of the charge(s) and the time and place of the hearing. Only with the approval of the Chancellor may a student be represented by legal counsel. The following procedures will be in effect, except for those instances that in the judgment of the administration are best handled administratively.

I. MINOR OFFENSES ORIGINATING IN THE RESIDENCE LIFE AREA

Residence Life Area is defined as all University housing and immediate surrounding grounds.

EXAMPLES OF MINOR OFFENSES: Abuse of visitation privileges, alcoholic beverage violations, pet policy violations, and minor instances of disorderly conduct.

A. If the student admits guilt to a minor offense, the Area Coordinator will assign the appropriate penalty. Appeal: If in the opinion of the student the penalty is too severe, he may appeal the decision to the Dean of Students. Such an appeal must be presented within 48 hours. The basis of appeal will be on the severity of the penalty and not on guilt or innocence.

B. If the student enters a plea of not guilty to the alleged misconduct, the student may exercise one of two options:

1. Request that the Area Coordinator convene a hearing. The Area Coordinator will act as sole judge on the alleged offense. The student will be requested to sign a waiver authorizing the Area Coordinator to adjudicate the case. Appeal: May be presented to the Dean of Students within 48 hours.

2. Request that the case be heard by the Residence Life Judicial Board. The Board will consist of no less than three (3) and no more than five (5) members. The Director of Residence Life will serve as Chairman of the Judicial Board in a non-voting capacity. The Board will render a decision of guilt or innocence and assign the appropriate penalty if found guilty. Appeal may be presented to the Dean of Students within 48 hours.

II. MAJOR OFFENSES ORIGINATING IN THE RESIDENCE LIFE AREA

All major offenses will be referred to the Dean of Students Office.

EXAMPLES OF MAJOR OFFENSES: Damage to property, possession and/or use of drugs, possession of firearms, tampering with fire equipment, and theft.

A. If the student admits guilt, the Dean of Students or a designated University administrative representative will assign the penalty. Appeal: Must be presented to the Vice Chancellor for Student Affairs within 48 hours based on the severity of the penalty. An appeal of the decision of the Vice Chancellor for Student Affairs may be presented to the Chancellor within 48 hours.

B. If the student enters a plea of not guilty to the alleged misconduct, the student may exercise one of two options:

1. Request that the Dean of Students or designated University administrative representative preside over a hearing and act as sole judge. The student will be

requested to sign a waiver authorizing the Dean of Students to adjudicate the case.

2. Request that the case be referred to the Residence Life Judicial Board. The Board will consist of no less than three (3) and not more than five (5) members from the Residence Life area. The Director of Residence Life will chair the Judicial Board and serve in a non-voting capacity.

The Board will make a recommendation of guilt or innocence and recommend the penalty to the Dean of Students. The Dean of Students will render a decision. Appeal: May be presented to the Vice Chancellor for Student Affairs within 48 hours. The decision of the Vice Chancellor for Student Affairs may be appealed to the Chancellor within 48 hours. If the student maintains innocence, the Chancellor will appoint a Formal Hearing Board consisting of three (3) faculty members. The Hearing Board will make its recommendations to the Chancellor. The Chancellor will render the final decision.

III. OFFENSES ORIGINATING OUTSIDE THE RESIDENCE LIFE AREA

Cases of misconduct originating outside the residence life area will be referred to the Dean of Students Office.

A. If the student admits guilt, the Dean of Students or a designated University administrative representative will assign the penalty. Appeal: Must be presented to the Vice Chancellor for Student Affairs within 48 hours based on the severity of the penalty. An appeal of the decision of the Vice Chancellor for Student Affairs may be presented to the Chancellor within 48 hours.

B. If the student enters a plea of not guilty to the alleged misconduct, the student may exercise one of two options:

1. Request that the Dean of Students or designated University administrative representative preside over a hearing and act as sole judge. The student will be requested to sign a waiver authorizing the Dean of Students to adjudicate the case.

2. Request that the case be referred to the University Court that is established within the guidelines of the Student Government Association Constitution. The University Court will make a recommendation of guilt or innocence and recommend a penalty to the Dean of Students. The Dean of Students shall render the decision. Appeal: May be presented to the Vice Chancellor for Student Affairs within 48 hours. Appeal of the decision of the Vice Chancellor for Student Affairs may be presented to the Chancellor within 48 hours. If the student maintains innocence, the Chancellor will appoint a Formal Hearing Board consisting of three (3) members of the faculty. The Hearing Board will make its recommendation to the Chancellor. The Chancellor will render the final decision.



Appendix

University and State Policies and Procedures

STATEMENT OF UNIVERSITY POLICIES, PROCEDURES AND DISCIPLINARY ACTIONS IN CASE OF DISRUPTION OF EDUCATIONAL PROCESS

Adopted by the Board of Trustees

October 27, 1970

Section 5-1. Policies Relating to Disruptive Conduct

The University of North Carolina has long honored the right of free discussion and expression, peaceful picketing and demonstrations, the right to petition and peaceably to assemble. That these rights are a part of the fabric of this institution is not questioned. They must remain secure. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Accordingly, it shall be the policy of the University to deal with any such disruption, destruction or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex or political beliefs.

Section 5-2. Definition of Disruptive Conduct

(a) Any faculty member (the term "faculty member," wherever used in this Chapter V, shall include regular faculty members, full-time instructors, lecturers, and all other persons exempt from the North Carolina State Personnel System (Chapter 126 of the General Statutes as amended) who receive compensation for teaching or other instructional functions, or research at the University), any graduate student engaged in the instructional program, or any student who, with the intent to obstruct or disrupt any normal operation or function of the University or any of its component institutions, engages, or incites others to engage, in individual or collective conduct which destroys or significantly damages any University property, or which impairs or threatens impairment of the physical well-being of any member of the University community, or which, because of its violent, forceful, threatening or intimidating nature or because it restrains freedom or lawful movement, otherwise prevents any member of the University community from conducting his normal activities within the University, shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion, discharge or dismissal from the University.

The following, while not intended to be exclusive, illustrate the offenses encompassed herein, when done for the purpose of obstructing or disrupting any normal operation or function of the University or any of its component institutions: (1) occupation of any University building or part thereof with intent to deprive others of its normal use; (2) blocking the entrance or exit of any University building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room; (3) setting fire to or by any other means destroying or substantially damaging any University building or property, or the property of others

on University premises; (4) any possession or display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive, or inflammable material in any University building or on any University campus; (5) prevention of, or attempt to prevent by physical act, the attending, convening, continuation or orderly conduct of any University class or activity or of any lawful meeting or assembly in any University building or on any University campus; and (6) blocking normal pedestrian or vehicular traffic on or into any University campus.

(b) Any person engaged in the instructional program who fails or refuses to carry out validly assigned duties, with the intent to obstruct or disrupt any normal operation or function of the University or any of its component institutions, shall be subject to prompt and appropriate disciplinary action under this Chapter V if (but only if) his status is such that he is not subject to the provisions of Section 4-3 of Chapter IV.

Section 5-3. Responsibilities of the Chancellor

(a) When the Chancellor has cause to believe that any of the provisions of this Chapter V have been violated, he shall forthwith investigate or cause to be investigated the occurrence, and upon identification of the parties involved shall promptly determine whether any charge is to be made with respect thereto.

(b) If he decides that a charge is to be made, he shall, within thirty (30) days after he has information as to the identity of the alleged perpetrator of the offense but in no event more than twelve (12) months after the occurrence of the alleged offense, (i) refer the case to the appropriate existing University judicial body, or (ii) refer the matter to a Hearing Committee drawn from a previously selected Hearings Panel which, under this option, is required to implement action for violation of Section 5-2 (a) or (b) of this Chapter. If the case is referred to an existing University judicial body under (i) above, the procedural rules of the body shall be followed, and subsections (c) through (f) below shall not be applicable. If the matter is referred to a Hearing Committee under (ii) above, the procedural rules prescribed in subsection (c) through (f) shall be followed.

(c) The accused shall be given written notice by personal service or registered mail, return receipt requested, stating:

(1) The specific violations of this Chapter V with which the accused is charged.

(2) The designated time and place of the hearing on the charge by the Hearing Committee, which time shall not be earlier than seven (7) nor later than ten (10) days following receipt of the notice.

(3) That the accused shall be entitled to the presumption of innocence until found guilty, the right to retain counsel, the right to present the testimony of witness and other evidence, the right to cross-examine all witnesses against him, the right to examine all documents and demonstrative evidence adverse to him, and the right to a transcript of the proceedings of the hearing.

(d) The Hearing Committee shall determine the guilt or innocence of the accused. If the person charged is found guilty, the Hearing Committee shall recommend to the Chancellor such discipline as said body determines to be appropriate. After considering such recommendation the Chancellor shall prescribe such discipline as he deems proper. In any event, whether the person is found guilty or not guilty, a written report shall be made by the Chancellor or the President within ten (10) days.

(e) Any person found guilty shall have ten (10) days after notice of such findings in which to appeal to the President of the University. Such an appeal if taken shall be upon the grounds set forth in Section 5-5.

(f) Any accused person who, without good cause, shall fail to appear at the time and place fixed for the hearing of his case by the Hearing Committee shall be suspended indefinitely or discharged from University employment.

(g) The Chancellor, unless so ordered or otherwise prevented by courts, shall not be precluded from carrying out his duties under this Chapter V by reason of any pending action in any State or Federal court. Should a delay occur in prosecuting the charge against the accused because the accused or witnesses that may be necessary to a determination of the charge are involved in State or Federal court actions, the time limitations set forth in this Section 5-3 shall not apply.

(h) Conviction in any State or Federal court shall not preclude the University or any of its officers from exercising disciplinary action in any offense referred to in this Chapter V.

(i) Nothing contained in this Chapter V shall preclude the President or the Chancellor from taking any other steps, including injunctive relief or other legal action, which he may deem advisable to protect the best interests of the University.

Section 5-4. Aggravated Acts or Threatened Repetition of Acts

(a) The Chancellor of each of the component institutions of the University shall appoint an Emergency Consultative Panel which shall be composed of not less than three (3) nor more than five (5) faculty members and not less than three (3) nor more than five (5) students who shall be available to advise with the Chancellor in any emergency. No member of such Panel shall serve for more than one (1) year unless he be reappointed by the Chancellor. The Chancellor may make appointments, either temporary or for a full year, to fill any vacancies which may exist on the Panel.

(b) If, in the judgment of the Chancellor, there is clear and convincing evidence that a person has committed any of the acts prohibited under this Chapter V which, because of the aggravated character or probable repetition of such act or acts, necessitates immediate action to protect the University for substantial interference with any of its orderly operations or functions, or to prevent threats to or act which endanger life

or property, the Chancellor, with the concurrence as hereinafter provided of the Emergency Consultative Panel established pursuant to (a) above, may forthwith suspend such person from the University and bar him from the University campus; provided, however, that in the event of such suspension the person suspended shall be given written notice of the reason for his suspension, either personally or by registered mail addressed to his last known address, and shall be afforded a prompt hearing, which, if requested, shall be commenced within ten (10) days of the suspension. Except for purposes of attending personally any hearings conducted under this Chapter V, the bar against the appearance of the accused on the University campus shall remain in effect until final judgment has been rendered in his case and all appellant proceedings have been concluded, unless such restriction is earlier lifted by written notice from the Chancellor.

(c) A quorum of the Emergency Consultative Panel provided for in (a) above shall consist of not less than four (4) of its members, and the required concurrence shall have been obtained if a majority of such quorum shall indicate their concurrence. The Chancellor shall meet personally with members of such Panel at the time he seeks concurrence, if it is feasible to do so. However, if the circumstances are such that the Chancellor deems it not to be feasible to personally assemble such members, then he may communicate with them or the required number of them individually by telephone or by such other means as he may choose to employ, in which event he may proceed as provided in (b) above after the required majority of such members have communicated their concurrence to him.

(d) In the Chancellor's absence or inability to act, the President may exercise the powers of the Chancellor specified in this Section 5-4 in the same manner and to the same extent as could the Chancellor but for such absence or inability to act.

Section 5-5. Right to Appeal

Any person found guilty of violating the provisions of this Chapter V by the Hearing Committee referred to in Section 5-3 shall have the right to appeal the finding and the discipline imposed upon him to the President of the University. Any such appeal shall be in writing, shall be based solely upon the record, and shall be limited to one or more of the following grounds:

(1) That the finding is not supported by substantial evidence;

(2) That a fair hearing was not accorded the accused; or

(3) That the discipline imposed was excessive or inappropriate. It shall be the responsibility of the President to make prompt disposition of all such appeals, and his decision shall be rendered within thirty (30) days after receipt of the complete record on appeal.

Section 5-6. No Amnesty

No administrative official, faculty member, or student of the University shall have authority to grant amnesty or to make any promise as to prosecution or non-prosecution in any

court, State or Federal, or before any student, faculty, administrative, or Trustee committee to any person charged with or suspected of violating Section 5-2 (a) or (b) of these Bylaws.

POLICY AND PROCEDURES FOR ADMINISTRATIVE SUSPENSION OR WITHDRAWAL OF THE DISRUPTIVE STUDENT

Any student who in the judgment of University officials may be endangering himself/herself or other members of the University community, or who appears to be violating any other provision of the "Statement of University Policies, Procedures, and Disciplinary Actions in Cases of Disruption of Educational Process" as defined in the current catalog. Section 5-2, shall be reported to the Dean of Students Office. If in the opinion of the Dean of Students an immediate threat of harm or bodily injury exists, the Dean may recommend to the Vice Chancellor for Student Affairs that the student be immediately suspended from the University. If the Vice Chancellor for Student Affairs concurs, the student may be involuntarily suspended from the University. In this event, the Vice Chancellor for Student Affairs will inform the student of his/her right to a hearing to be held within five (5) University business days, if the student so desires. This policy and procedure is predicated upon G.S. 122-58.1 (1) B of the State of North Carolina which reads as follows:

"Dangerous to others" shall mean that within the recent past, the person has inflicted or attempted to inflict or threatened to inflict serious bodily harm on another or has acted in such a manner as to create a substantial risk of serious bodily harm to another and that there is a reasonable probability that such conduct will be repeated.

All members of the University community should be aware of these procedures.

It should be noted that:

1. Disruptive behavior is to be promptly reported to the Dean of Students Office.
2. If such behavior occurs after normal University business hours, it should be reported to Campus Police.

DRUG POLICY -- In Accordance with G.S. 90-95 [a] The Use or Distribution of Narcotic or Illegal Drugs is Prohibited on Campus Property

NORTH CAROLINA GENERAL STATUTE 90-95[a]

Violations/penalties:

A. Except as authorized by this Article, it is unlawful for any person:

- 1) To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance;
- 2) To create, sell or deliver, or possess with intent to

- sell or deliver a counterfeit controlled substance;
- 3) To possess a controlled substance.

B. Any person who violates G.S. 90-95 (a) (1) with respect to:

1) A controlled substance classified in Schedule I or II shall be guilty of a felony and shall be sentenced to a term of imprisonment of not more than 10 years or fined not more than ten-thousand dollars (\$10,000), or both in the discretion of the court.

2) A controlled substance classified in Schedule III, IV, V, or VI shall be guilty of a felony and shall be sentenced to a term of imprisonment of not more than five years or fined not more than five thousand dollars (\$5,000), or both in the discretion of the court, but the transfer of less than 5 grams of marijuana for no remuneration shall not constitute a delivery of violation of G.S. 90-95 (a) (1).

In accordance with state law, drug paraphernalia is prohibited on campus.

STATE POLICY ON FIREARMS OR OTHER WEAPONS ON UNIVERSITY PROPERTY

NORTH CAROLINA GENERAL STATUTE 14-269-2

The following bill was enacted by the North Carolina General Assembly on April 27, 1971.

Section 1. It shall be unlawful for any person to possess, or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14-284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, in any public or private school building or bus, or any public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any board of education, school, college, or university board of trustees or directors for the administration of any public or private education institution. For the purpose of this Section, a self-opening or switchblade knife is defined as a knife containing a blade or blades, which open automatically by the release of a spring or a similar contrivance, and the above phrase "weapon of like kind" includes razors and razor blades (except construction and maintenance). This Section shall not apply to the following persons: Officers and enlisted personnel of the armed forces of the United States when in discharge of their official duties as such and acting under orders requiring them to carry arms or weapons, civil officers of the United States while in the discharge of their official duties, officers and soldiers of the military and the national guard when called into actual service, officers of the state, or any county, city or town, charged with the execution of the laws of the state, when acting in the discharge of their official duties, any pupils who are members of the Reserve Officer Training Corps and who are required to carry arms or weapons in the discharge of their official class duties.

Section 2. Any person violating the provisions of this Act shall be guilty of a misdemeanor and upon conviction shall be punished in the discretion of the Court by fine or imprisonment or by both such fine and imprisonment, not to exceed five hundred dollars (\$500.00) fine or six months imprisonment.

Section 3. This act shall be in full force and effect from and after its ratification.

UNC-WILMINGTON POLICY ON ALCOHOL ADVERTISING BY CAMPUS GROUPS

This policy is designed to support the positive, healthy use or non-use of alcoholic beverages within the campus community. In keeping with our overall campus goals of promoting the responsible use of alcohol, this policy promotes a responsible approach to alcohol advertising as done in relation to campus activities.

This policy covers both media advertisement as well as direct sponsorship of activities (such as intramural or athletic events). All campus processes involving the engagement of advertising of alcoholic products should use this policy as a guide.

The following guidelines concerning on-campus advertising are set forth:

A. Drinking should not be glamorized. Make alcoholic beverages just another beverage.

B. Do not make alcohol the central focus of any event. It should always be a secondary issue to other activities.

C. Blatant communications which connote irresponsible drinking or behavior are not allowed (Beer Bash, Kegger, Blitz Time, Chug-A-Lug Party, etc.)

D. All alcohol advertising for on-campus (or campus-related) events must conform with this policy.

B. Possession and consumption of alcoholic beverages in James Student Services Building.

1. Only beer and unfortified wines may be consumed in James Student Services Building.

2. Alcoholic beverages will be allowed only at scheduled functions sponsored by recognized campus organizations and only within the confines of that function with regard to time and place of consumption.

a. Admittance to such functions is limited to persons 18 years of age or older and is restricted to students of UNCW and their bonafide guests. All persons attending such functions shall be required to show proof of age and school identification prior to being admitted.

b. Permission for such functions must be obtained from the Vice Chancellor for Student Affairs or Dean of Students.

c. Reservations must be made with the Director of the Student Union/Activities of James Student Services Building at least one week in advance.

d. Under state law, no admission may be charge at any event where alcoholic beverages may be served.

e. Any time alcoholic beverages are served at a function

the sponsoring organization shall also provide non-alcoholic beverages.

f. Alcoholic beverages may be used only as complements to programs, never as the main feature (e.g., beer blasts are prohibited).

3. Officers of the sponsoring organization shall be responsible for the enforcement of all University policies and regulations. Failure to comply with any of these policies and regulations may result in a suspension of reservation privileges.

a. The faculty advisor of a student organization or a Student Activities' staff member, approved by the Student Activities Director, must attend any function where alcoholic beverages are served in the James Student Services Building.

b. It is implicit in these rules that the officers of the sponsoring organization insure adequate safeguards for compliance with Federal, State, and Municipal law and all rules of the University.

c. Drunkenness or disorderly conduct in any manner may subject the offender to disciplinary action and/or action by law enforcement personnel.

HAZING

The following is from North Carolina Statutes:

14-25. "Hazing; definition and punishment - It shall be unlawful for any student in any college or school in the State to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense. For the purpose of this section, hazing is defined as follows: to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat or harass him, or to subject him to personal indignity. Any violation of this section shall constitute a misdemeanor."

14-36. "Expulsion from school, duty of faculty to expel - Upon conviction of any student of the offense of hazing, or of aiding or abetting in the commission of this offense, he shall, in addition to punishment imposed by the court, be expelled by the college or school he is attending. The faculty or governing board of any college charged with the duty of expulsion of students for proper cause shall, upon such conviction, at once expel the offender, and a failure to do so shall be a misdemeanor."

SEARCH POLICY

Room Inspections and Searches

Consistent with state and federal law, the University established the following policies concerning room inspections and searches.

1. General Room Inspection

General room inspections shall be conducted not less than

one (1) nor more than four (4) times each month by the Residence Life Staff to check on the general condition and safety of the rooms. At least 48 hours notice will be given prior to this general room inspection, and these inspections will not involve the observation of anything which cannot be seen upon entering the room. Drawers, closets, etc. are not opened. Matters of concern in the inspection include, but are not necessarily limited to, cleanliness of the room; condition of electrical wiring; presence of prohibited furniture or appliances; condition of heating or cooling apparatus; condition of walls, windows, doors, plumbing, and locks; obvious presence of materials, objects or creatures that could threaten the health or safety of University citizens.

To honor the resident student's individual rights and to maximize the instructional value of the inspection, an approximate schedule of entry will be posted at conspicuous places at the time the general room inspection is announced.

2. Entry in Emergency

When any subject matter of general room inspection creates an emergency immediately threatening University property or the well-being of any person, the University reserves the right to enter a residence hall room for purposes of repairs or other corrective action. When such action is deemed appropriate by the University, effort will be made to obtain the permission and the presence of the appropriate residence student. In an extreme emergency, such as threatened or attempted suicide, the decision to enter the room without the occupant's permission shall be made, if possible, by the highest ranking member present from the University chain of authority but especially from either the Vice Chancellor for Student Affairs, the Dean of Students, Associate Dean of Students, the Director of Residence Life, Director of Housing, and Resident Directors.

3. Entry Under Administrative Search and Inspection Warrant

Pursuant to the provisions and requirements of General Statute (G.S.) 15-27.2, University officials or employees may obtain a warrant to search or inspect a residence hall room "as part of a legally authorized program of inspection which naturally includes that property, or (where) there is probable cause for believing that there is a condition, object, activity, or circumstance which legally justifies such a search or inspection of (the room)." Evidence properly obtained under this statute may be used in any civil, criminal, or administrative proceeding that results.

4. Entry Under University Administrative Search Without a Warrant

A University official charged with the responsibility of maintaining discipline, order, or security may, without a warrant, enter a residence hall room for search and seizure purposes when he or she has reasonable cause to believe that a student is using that room for a purpose which is illegal or which would seriously interfere with campus discipline. Evidence or

materials seized may be used in subsequent University administrative or disciplinary proceedings.

5. Entry by Law Enforcement Officers with or without the Presence of University Officials but with a Warrant

Law enforcement officers, when carrying a valid search warrant (containing a proper statement of probable cause, affirmation of creditable information source, specific description of persons or contraband to be seized, location, etc.), may enter a residence hall room and seize appropriate persons, property, or materials for use or prosecution in subsequent civil, criminal, or administrative proceedings.

RAFFLE GUIDELINES

It is lawful for tax-exempt organizations to conduct raffles in accordance with, but not limited to, the following regulations:

1. A raffle is a lottery in which a prize is won by a random drawing of the name or number of one or more persons purchasing chances.

2. Most clubs and organizations operating under the auspices of UNCW may claim tax-exempt status. Those organizations claiming national affiliation (i.e. fraternities) must be able to prove exempt status through their national organization.

3. The organization conducting the raffle must have been in continuous existence in the county of operation of the raffle for at least one year.

4. A raffle committee must be selected to direct the raffle. This committee shall register with the sheriff of the county in which the raffle is to be conducted.

5. The maximum cash prize for a raffle is \$500. There is no limit on the value of merchandise that may be offered.

6. No alcoholic beverages may be raffled.

7. An organization may sponsor only one raffle per month.

8. No person may be compensated for conducting a raffle.

9. Proceeds derived from the raffle may be expended for the prizes and operation of the raffle and religious, charitable, scientific, literary, and educational purposes. No proceeds may be used for social functions for the members of the sponsoring organization.

10. All funds received from the raffle shall be placed in a separate account. An audit shall be conducted annually and a copy of the audit shall be filed with the sheriff on or before September 15 of each year.

Please contact the Dean of Student Office or New Hanover Sheriff's Department for further information.

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Fall Semester, 1982

August 18, Wednesday
 August 19, Thursday
 August 20, Friday
 August 23, Monday
 August 30, Monday
 August 30, Monday
 September 6, Monday
 September 16, Thursday
 October 15, Friday
 October 25, Monday
 October 27, Wednesday

November 12, Friday
 November 24, Wednesday
 November 29, Monday
 December 8, Wednesday
 December 9-10, Thursday-Friday
 December 13-17, Monday-Friday
 December 17, Friday

On-campus housing opens
 Orientation and advising
 Registration
 Classes begin
 Last day for registration
 Last day to drop or add without a grade
 Labor Day holiday
 Faculty meeting
 Fall vacation begins 10:30 p.m.
 Fall vacation ends 8:00 a.m.
 Graduation application deadline -- Spring 1983
 Last day to withdraw with WP or WF
 Thanksgiving vacation begins 10:30 p.m.
 Thanksgiving vacation ends 8:00 a.m.
 Last day of classes
 Final exams
 Final exams
 Fall semester ends/On-campus housing closes

Spring Semester, 1983

January 5, Wednesday
 January 6, Thursday
 January 7, Friday
 January 10, Monday
 January 17, Monday
 January 17, Monday
 March 4, Friday
 March 14, Monday
 March 25, Friday

March 31, Thursday
 March 31, Thursday
 April 5, Tuesday
 April 21, Thursday
 April 27, Wednesday
 April 28-29, Thursday-Friday
 May 2-6, Monday-Friday
 May 6, Friday

May 14, Saturday

On-campus housing opens
 Orientation and advising
 Registration
 Classes begin
 Last day for registration
 Last day to drop or add without a grade
 Spring holidays begin 10:30 p.m.
 Spring holidays end 8:00 a.m.
 Graduation application deadline -- Summer 1983
 Easter vacation begins 10:30 p.m.
 Last day to withdraw with WP or WF
 Easter vacation ends 8:00 a.m.
 Faculty meeting
 Last day of classes
 Final exams
 Final exams
 Spring semester ends/On-campus housing closes
 Commencement

Summer Session 1st 1983

May 29, Sunday
 May 31, Tuesday
 June 1, Wednesday
 June 3, Friday
 June 30, Thursday
 July 1, Friday

On-campus housing opens
 Registration
 Classes begin, last day for registration
 Last day to drop or add without a grade
 Final exams
 First summer session ends/On-campus housing closes

Summer Session 2nd 1983

July 10, Sunday
 July 11, Monday
 July 12, Tuesday

 July 14, Thursday
 August 12, Friday

On-campus housing opens
 Registration
 Classes begin, last day for registration
 Last day to drop or add without a grade
 Final exams
 Second summer session ends/On-Campus housing closes



1983-84 STUDENT HANDBOOK

THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

Published by the Dean of Students Office and
the Student Government Association

Alma Mater

by Charles Hunnicutt and Loyd Hudson

*Hail we proudly sing to thee
Who guides our green and gold.
Though future years may part us,
Fond mem'ries we shall hold.*

(Refrain)
*For our hearts will cherish
All your service done
All Hail to thee Alma Mater,
Praise to Wilmington.*

*Here we stand as one together
Voices raised in song.
Our loyal hearts will praise thee
As God doth lead us on.*

NONDISCRIMINATION POLICY

The University of North Carolina at Wilmington is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, age, or handicap. Moreover, The University of North Carolina at Wilmington is open to people of all races and actively seeks to promote racial integration by recruiting and enrolling a larger number of black students.

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WELCOME

It is my pleasure as Chancellor of The University of North Carolina at Wilmington to welcome you as members of the fastest growing student body in The University of North Carolina system.

It has been my lifelong belief that the process of learning is one of the most exciting activities in which we engage as human beings. Each new fact, each new concept, each new perception, and each new perspective of beauty adds a uniquely new dimension to our lives. We often say on this campus that we are a community of scholars, and in a very real sense, I believe that is our mission.

As students enrolled here at The University of North Carolina at Wilmington, you are members of the largest segment of that community of scholars. For the remainder of your stay in this University community of scholars, may I wish you well and encourage you to dream your dreams and set your goals high.

William H. Wagoner
Chancellor



Dr. Wagoner has served as President of Wilmington College from 1968-1969, and as Chancellor of UNCW since 1969. During his fifteen years of leadership, the University has grown from an enrollment of less than 1,200 to approximately 5,300.

It is, indeed, my pleasure to welcome you to the fastest growing and most exciting University in North Carolina. UNCW is alive! With its beautiful surroundings and friendly atmosphere, it provides a personal approach to learning unsurpassed by any other school. The students here seek new experiences in their field of interest through the support and guidance of the University and the Student Government Association. The SGA is composed of students, much like yourself, who are seeking to develop communication and leadership skills while serving others. I encourage you to see what UNCW has to offer, inside the classroom as well as out. There are currently 48 different clubs and organizations that can provide you with a wide variety of experiences. So please, don't be afraid, shop around carefully, decide on what you want, and GO FOR IT!

Happy to be serving you,
Eric W. Squires
Student Body President



THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

The University of North Carolina at Wilmington was founded in 1947 as Wilmington College, a locally supported and governed institution, to provide the youth and adults of New Hanover County and southeastern North Carolina an opportunity for two years of university parallel study, semiprofessional training and vocational-technical education at moderate expense.

In 1948 Wilmington College was officially accredited by the North Carolina College Conference and became a member of the American Association of Junior Colleges.

In 1958 New Hanover County voted to place the college under the Community College Act of the State of North Carolina. By virtue of this vote, the college became a part of the state system of higher education.

On July 1, 1963, by an act of the General Assembly of North Carolina, Wilmington College became a senior college with a four-year curriculum, authorized to offer the bachelor's degree.

By vote of the Board of Trustees of The University of North Carolina in late 1968, with subsequent approval by the North Carolina Board of Higher Education, and by an act of the General Assembly of North Carolina in 1969, Wilmington College became, on July 1, 1969, The University of North Carolina at Wilmington.

On August 22, 1977, the Board of Governors of The University of North Carolina authorized The University of North Carolina at Wilmington to offer its first graduate program at the master's level.

BUILDINGS

The buildings on the campus are of modified Georgian architecture. All academic buildings, as well as the cafeteria and residence halls, are completely air-conditioned.

Edwin A. Alderman Hall, which houses administrative offices, is named in honor of a native Wilmingtonian who served as president of The University of North Carolina, The University of Virginia and Tulane University.

Hoggard Hall, an academic building named in honor of Dr. John T. Hoggard, second president of Wilmington College, contains classrooms, the department of Nursing, laboratories, the computing center, special programs, and faculty and staff offices.

Kenan Hall, named in honor of the late Mrs. Sarah Graham Kenan of Wilmington, is occupied by the Creative Arts Department. It contains classrooms, faculty offices, art and music studios, the music library, an electronic music studio, dramatic workshops and the S.R.O. Theatre. It also contains an auditorium with a seating capacity of approximately 100.

The Chemistry-Physics Building houses the department of Chemical and Physical Sciences. It is equipped with classrooms, faculty and staff offices, teaching auditoriums,

and modern, well-equipped laboratories for the physical sciences.

Arnold Kimsy King Hall houses the School of Education and contains an auditorium with a seating capacity of 191, classrooms, faculty offices, and a curriculum laboratory.

Isaac Bear Hall, completed in 1972, contains classrooms, a computer laboratory, and faculty offices for the Cameron School of Business Administration.

The Marine Science Building was completed in 1974. It houses the departments of Biological Sciences and Earth Sciences and contains classrooms and laboratories.

Morton Hall, named for Margaret Shannon Morton, was completed in October, 1978, and houses the departments of English, History, Mathematical Sciences, and Modern Languages. The building contains classrooms, seminar rooms, and a large auditorium.

The Social and Behavioral Sciences Building was completed in 1980. It houses the departments of Psychology, Philosophy and Religion, Political Science, and Sociology/Anthropology, as well as some offices of the campus computing center.

The Sarah Graham Kenan Memorial Auditorium, a gift from the Sarah Graham Kenan Foundation, has a seating capacity of 1,000 persons. The auditorium is also equipped for use as a theatre and contains seminar rooms for the Department of Creative Arts.

Hanover Hall and Trask Coliseum, the physical education complex, provide modern facilities for the athletic activities of all students, including a large playing floor with rollaway bleachers, a second athletic activity floor, offices, locker rooms and showers, and special gymnastic equipment.

The Raiford G. Trask Health and Physical Education Building provides the campus with a 6,000 seat coliseum as well as an olympic size swimming pool and a separate diving tank. Construction was completed in the fall of 1977.

The University Union is the newest and second largest building on campus. Serving as the "living room" of the University community, it houses a wide variety of services, student and administrative offices, while providing space for campus activities and meetings.

Hinton James Hall contains student lounges, an assembly room, and offices for counseling and testing. It was named for a New Hanover County resident who was the first student to enroll at The University of North Carolina.

The University Bookstore was completed and occupied in the fall of 1977. It is centrally located on campus.

The University Cafeteria, opened in 1971, provides space for food services for students and faculty; and contains the most modern food service equipment.

The Edmond R. Galloway Residence Hall, opened in 1971, provides housing for 400 students. The Belk Residence Hall, opened in June, 1976, accommodates 200 students. The 200-student dormitory, Addison Hewlett, Jr. Hall, opened in the fall of 1978. Another residence hall for 200 students, Dorm '79, was completed and occupied in the fall semester of 1979. In the fall of 1981, the 400-student apartment complex was completed and occupied.

VICE CHANCELLOR FOR ACADEMIC AFFAIRS

Dr. Charles Cahill

Dr. Cahill came to UNC-Wilmington as Vice Chancellor for Academic Affairs in 1971. He also holds a concurrent appointment as Professor, Department of Chemistry. Prior to joining UNCW, Dr. Cahill was Professor and Associate Dean, College of Arts and Sciences, Oklahoma City University. He received his Ph.D. from the University of Oklahoma School of Medicine.

The Vice Chancellor for Academic Affairs has comprehensive responsibility for all Academic Departments, Office of the Registrar, Special Programs, Institute for Marine Biomedical Research, Library Services, Admissions, Computer and Information Services, Graduate Studies, and Research Administration.



VICE CHANCELLOR FOR BUSINESS AFFAIRS AND DEVELOPMENT

Dr. Jairy C. Hunter, Jr.

Dr. Hunter was appointed Vice Chancellor for Business Affairs in September 1978. He has formerly held positions as Vice President of Administration at Broward Community College and Director of Student Services at Appalachian State University. Dr. Hunter also serves as Associate Professor of Business Administration. He received his Ph.D. from Duke University.

The Vice Chancellor for Business Affairs has comprehensive responsibility for Financial Services, Accounting, Purchasing Services, Personnel, Physical Plant Services, Campus Police, Business Services, Housing and Food Services, the Development Office, and the UNCW News Bureau.

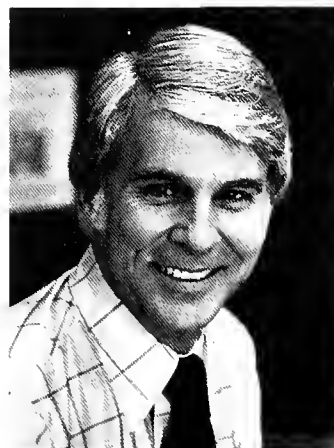


VICE CHANCELLOR FOR STUDENT AFFAIRS

Dr. William A. Bryan

Dr. Bryan came to UNC-Wilmington as Vice Chancellor for Student Affairs January 1, 1983. Prior to joining UNCW, Dr. Bryan was Vice President for Student Affairs and Associate Professor in the College of Human Resources and Development at the University of North Dakota. He received his Ed.D. from the University of Wyoming.

The Vice Chancellor for Student Affairs has comprehensive responsibility for the Dean of Students Office, Counseling and Testing, Financial Aid, University Union, Career Planning and Placement, Residential Life, and Student Health Services.





University Services

DEAN OF STUDENTS OFFICE

The Dean of Students Office, located in 110 Alderman, is responsible for orientation of new students, advice to international and nontraditional students, selection of students for "Who's Who Among Students in Universities and Colleges," student discipline, publication of the Student Handbook, residence life, advice to the Student Government Association, and official withdrawal from the University.

The Dean and Associate Dean invite students to come by and discuss issues relative to these and other aspects of campus life.

CAMPUS MINISTRY

United Christian Campus Ministry is provided to all students on the UNCW campus. The ministry is funded by five denominations (Baptist, Episcopal, Christian, United Methodist, and Presbyterian).

Working through Bob Haywood, Campus Minister, UCCM provides counseling, Bible Study, retreats, worship, and special programs on specific religious, social, and personal growth concerns. He can be reached by calling 799-1160 or by leaving a message in the Dean of Students Office, 791-4330, extension 2119.

Information about religious groups and activities is available from the Campus Minister.

FINANCIAL AID

The UNC-Wilmington Financial Aid Office administers a program which seeks to meet the needs of all enrolled students. While the program provides for the recognition of talent and outstanding student achievement, its primary objective is to assist students with demonstrated need. Financial aid is the economic assistance available to help the student meet the difference between what he or she can afford to pay and the actual cost of a college education.

Eligibility is determined by a "needs analysis" done in the Financial Aid Office according to federal guidelines. Applications may be picked up in the Financial Aid Office.

Forms of financial aid include grants, scholarships, loans, and employment opportunities. Interested students should consult the University catalogue and/or Financial Aid Information Booklet for detailed information on these programs.

What Are The Deadlines?

Academic year (Fall and Spring)	March 15
Fall only	March 15
Spring Only	October 15
Summer	March 15

The above dates represent priority deadlines used by the Financial Aid Office in processing applications. This means that those students who have completed applications on file in this office by those dates will receive first consideration for financial aid. A completed application consists of an in-

stitutional financial aid application, a Financial Aid Form, and all three copies of the Student Aid Report from the Pell Grant Program.

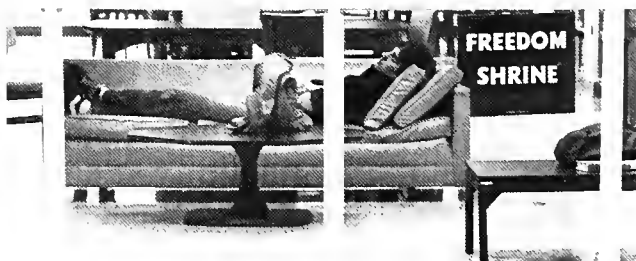
Academic Standing

Regulations require that awards under the various student assistance programs may not be granted to a student who is not making measurable academic progress. Accordingly, the following chart will serve to establish eligibility for payments:

Degree Students		Unclassified Students
Hours Attempted	Grade Point Average	Hours Attempted
6 to 26	1.2	1 to 6
27 to 58	1.5	7 to 12
59 to 88	1.8	13 to 18
89	2.0	19 to 27

Deferment Policy

Students who have preregistered and received a bill may obtain a deferment from the Financial Aid Office to present to the cashier to validate their preregistration. If the



award allocated is less than the bill, payment covering the difference must be presented to the cashier with the deferment. Students who have received awards but did not preregister may pick up deferments at registration.

Payment of Awards

Financial Aid awards will be automatically credited to the recipient's account each semester. Students will need to report to the Financial Aid Office only if their aid includes outside agency checks which require endorsement. State Incentive grants, guaranteed loans, and civic club scholarships are forms of aid that typically require the student to endorse checks before aid can be credited to their account. Students who are eligible to receive refunds will be able to claim refund checks from the University Cashier following the beginning of classes at times to be announced. A schedule will be posted in the Cashier's and Financial Aid Office regarding these times. Students claiming refunds will be required to present identification; no one else may pick up a refund other than the intended recipient.

Refund Policy

Any student receiving financial aid who withdraws from the University during the refund period (the first nine weeks of each regular term) will not receive a refund on financial aid funds credited to his account.

In cases where the student withdraws from the University and has already received full payment of financial aid, repayment of funds may be made.

COUNSELING AND TESTING CENTER

Counseling and testing services are available to UNCW students without charge. Counseling is designed to assist students who have questions concerning their educational-career goals or personal problems which prevent them from realizing their potential. Counseling involves confidential interviews with a professional counselor or psychologist, and the use of tests when appropriate.

As part of its services, the Counseling and Testing Center offers assistance in reading-study skills improvement. It also provides personal growth experiences through group participation in such areas as life planning, decision making, couples enrichment, and communications. Students are encouraged to inquire about these services.

The Counseling and Testing Center administers group testing programs. These include SAT, GRE, NTE, MAT, GMAT and others. It also administers the institutional CLEP/Advanced Placement testing program of the University.

Appointments for counseling or inquiries may be made by visiting the center in Room 106 of Hinton James Hall or by telephoning extension 2280.

HANDICAPPED STUDENTS

The University makes a concerted effort to assist disabled students who need assistance. This effort is coordinated by

the Counseling and Testing Center. Disabled students are encouraged to contact the Center to discuss their needs.

CAREER PLANNING AND PLACEMENT OFFICE

The Career Planning and Placement Office, located in the University Union, is designed to help students obtain part-time, full-time or summer employment; develop career plans and job search skills; and acquire career information and experiential learning opportunities.

The office arranges and coordinates job interviews between graduating seniors and employer representatives who are scheduled for campus visitation. Seniors interested in securing employment should register with this office early in the academic year so that they may receive relevant information and material.

Employment opportunities for other students at the University are also available through the office, ranging from part-time to full-time positions. Interested students should register with the Placement Office, listing the type of work desired, special skills, qualifications and hours available for work.

A credentials service is available to graduating seniors, without cost, through the office.

The Career Planning and Placement Office also offers career counseling, cooperative education and summer internship referrals, and libraries of career and employer information.

OFFICE OF VETERANS' AFFAIRS

The Office of Veterans' Affairs provides educational assistance to veterans and/or their dependents enrolled at The University of North Carolina at Wilmington. The OVA is concerned with the recruitment of veterans into the University and ensuring that they successfully complete their educational programs. The OVA works in conjunction with other campus offices to conveniently serve the needs of veterans and dependent students.

Services to veterans and dependents include work-study positions, peer and professional counseling, community outreach services, tutorial services, and special programs for educationally disadvantaged veterans.

Veterans and dependents receiving VA educational benefits are required by the VA to pass at least one course the semester they begin their college training. All students receiving VA educational benefits are now required to come by the OVA at least once per semester. This action is necessary in order to ensure prompt correspondence between the OVA and the Veterans' Administration.

UNCW keeps records of progress on veteran and non-veteran students alike. Progress records are furnished to the students, veterans and dependents, at the end of each scheduled school term.

The retention charge below will apply to all veterans and dependents using GI benefits for their education at UNCW.

Total Hours Attempted	Required Quality Point Average for Eligibility for Continuing Certification
6 to 26	1.2
27 to 58	1.5
59 to 88	1.8
89	2.0

CENTER FOR WRITING

The center is designed to assist students who need help with any aspect of their writing. Students work at their own pace, and the center is staffed by both student tutors and faculty members. Services of the Center for Writing are available free to all interested students at various times. To schedule an appointment, call extension 2549 or go by 203 Morton Hall.

STUDENT ACTIVITIES

The Student Activities Office is located in the University Union. It advises and helps to coordinate such diverse student interests and activities as fraternities, sororities, student publications, University Program Board, campus and community volunteer work, and campus-wide clubs and organizations. The office also publishes an annual activities calendar called "The Channel Marker."

UNIVERSITY INFORMATION CENTER

The University Information Center is located on the first floor of the University Union and is open Monday-Friday, 8 a.m.-10 p.m., and on Saturday and Sunday, noon-10 p.m. During school vacations the Information Center is staffed 8 a.m.-5 p.m.

Some of the services provided by the Information Center are:

- Student addresses, telephone numbers, and class schedules
- Campus lost and found
- Campus-wide vending machine refunds
- Change
- Recreation and games equipment check-out
- Community and campus event information and ticket sales
- Wilmington area information and maps
- Bus and plane schedules
- Babysitter, typist, and tutor lists
- Daily University Union schedule
- Campus maps and telephone numbers

If you have any questions about the campus or the Wilmington area, feel free to drop by the Information Center or give them a call at 791-4330, ext. 2841 or 2846. They have the answers!

ID CARDS

ID Cards are used for admittance to University functions and for identification on and off campus. ID's are made dur-

ing the first days of the semester. Students should take note that this is a permanent card which is updated with a color-coded sticker each semester. ID cards must be validated each semester by the Office of Student Activities, located in the University Union. ID cards are required for all students enrolled.

There is a \$3.00 charge to make a duplicate ID card if the original is lost. Replacement ID cards will be made in the Student Activities Office, Monday-Friday, 8:30 a.m.-10:30 a.m., and 2:30 p.m.-4:30 p.m.

ID's are used for: checking books out of the library, admittance to the Bookstore and the gymnasium, cashing checks at the Bookstore (\$20.00 limit), voting at student elections, picking up diplomas at Registrar's Office, picking up checks at the Financial Aid and Cashier's Office, and receiving a basket card from the locker room in Hanover Hall.

MINORITY AFFAIRS

The Office of Minority Affairs, located in Room 211 of the University Union, is responsible for the implementation of programs and activities designed to enhance the overall experiences of minority students at UNC-Wilmington. By participating in activities and programs such as workshops, Minority Visitation Day, orientation and many others, students can enhance their enrollment at UNCW.

The director invites students to visit the office or call 791-4330, extension 2439 or 2832, to discuss ways in which the office can be of service.

UNIVERSITY BOOKSTORE

Store Hours

Normal operating hours are 8:00 a.m. to 4:00 p.m. Monday through Friday. The Fall and Spring semester hours are extended until 8:00 p.m. for the initial two weeks. A valid ID is required for entrance to the bookstore.

Check Cashing

A valid ID is required to cash your personal check or one from your parents, not to exceed \$20.00 over your purchase. Your local address, ID number and phone number must be on the check. Three weeks prior to semester ending, checks will be honored for purchase amount only. An \$8.00 fine will be assessed on each returned check.

Textbook Refunds

Full refund for textbooks new and used will be made during the first three weeks of classes upon presentation of your cash register receipt (one week for summer). All new textbooks **MUST** be clean and unmarked.

Defective books will be replaced at no charge and should be returned at once.



Buy Back

Buy-back days are conducted after each semester during exams. The bookstore will pay 50 percent of current selling price if the book is to be used the next semester. Wholesale prices may be offered for books not being used the following semester.

Services

- Check Cashing
- Special Orders
- Caps & Gowns
- Announcements
- Film Processing
- Class Rings
- Tickets (Campus Functions)

UNIVERSITY POST OFFICE

A U.S. Post Office is located in the University Union. Each student is provided a Post Office box in which all mail (with

the exception of grades) is delivered. The boxes are located at the Post Office in the Union.

Boxes will be assigned at the beginning of the fall semester for the full academic year and will be cancelled at the end of the spring semester. Summer school students will be assigned boxes for both sessions. These boxes will be cancelled at the end of the second session of summer school.

Keys to the boxes are issued at the Post Office and are to be returned when the boxes are cancelled. There is no deposit required for the keys, but a \$10.00 replacement charge will be levied for lost or unreturned keys.

At the Post Office all services are available (stamps, money orders, etc.). The window hours are 8:30 a.m.-4:30 p.m. Monday through Friday with the exception of all federal and University holidays.

If a student will no longer be enrolled at the University, a change of address card should be filled out and left with the Post Office.

RANDALL LIBRARY

The William Madison Randall Library, completed in January, 1969, is named for the President Emeritus of Wilmington College. It has a seating capacity for more than 600 readers and space for approximately 225,000 volumes. The Library collection contains over 220,000 volumes shelved on open stacks according to the Library of Congress classification system. Rare and unique items are housed in the Helen Hagen Rare Book Room. Some 3,400 serial publications are regularly received, and extensive back files are maintained in bound volumes or on microform. Coin-operated machines for copying microforms and printed material are available.

The Randall Library is a partial depository for United States government publications, and the collection of documents now consists of approximately 190,000 items.

An audio center with 18 listening stations and a wide variety of recordings is available for class assignments and personal enjoyment. Group study rooms are available for small groups to study together, and a 73-seat auditorium is equipped for all types of audio-visual use. Lockers are provided for students doing honors work and other special projects.

The Library is open 97 hours per week during the two regular academic sessions. Librarians trained in reference service will provide information and reader guidance to students and faculty. The hours are 7:45 a.m.-midnight, Monday through Thursday; 7:45 a.m.-9:00 p.m., Friday; 10:00 a.m.-6:00 p.m., Saturday; and 1:00 p.m.-midnight, Sunday. The Library will post extended operating hours during examination periods.

Students should learn the Library's policies and operational procedures, and use the Library within these necessary guidelines. Student ID's are required to borrow Library materials. Suggestions related to the Library are always welcome and are actively solicited.

STUDENT HEALTH CENTER

Eligibility for Service

As a student at UNCW taking six or more hours of courses each semester, you are provided the Student Health Center service. Those students taking less than six hours and those who have preregistered for fall courses and remain in Wilmington during the summer period may elect to purchase the Student Health Center service at the Auxiliary Services Office. To assure that you receive the medical services you are entitled to without receiving a bill, it is necessary that you show your student ID card which validates your eligibility for service each time you visit the Student Health Center or when referred to the office of Wilmington Health Associates.

Scope of Service

The University has entered into an agreement with the Wilmington Health Associates to provide general outpatient diagnostic and treatment services similar to those provided in their general office. (Please remember that, except in medical emergency situations, you must be seen at the Student Health Center on campus—also see paragraph "EMERGENCY PROCEDURES." Ms. Kohncke or Ms. Vangellow may then decide to send you to the general office of Wilmington Health Associates for more comprehensive testing and/or treatment.) These services include diagnosis and treatment of general medical disorders.

In addition to treatment of illness, the Student Health Center provides preventive medical services. Students may obtain information on how to manage simple problems such as colds and upset stomachs in the Student Health Center. Women's services, including birth control information, pregnancy testing, pelvic exams and pap smears when appropriate for birth control are provided at the Center without charge during regular Center hours. Outpatient physician services provided at Wilmington Health Associates and the Student Health Center are covered by this agreement. Diagnostic studies and treatment provided for patients as a part of an office visit are also covered by the agreement.

Services Not Covered by Agreement

It is important to note that any inpatient hospital expenses, hospital emergency room charges, or fees incurred in the treatment by non-Wilmington Health Associates Physicians are borne by the student. Endoscopic procedures, medication and appliances not usually stocked in the general office of Wilmington Health Associates, prolonged courses of treatment, elective treatment and physical examinations are not covered by the agreement.

Routine problems whenever possible should be handled during the regular hours at the Student Health Center, since an emergency room visit for a simple problem may be very expensive. It is, therefore, very important that students avail themselves of the student health insurance



policy available through the Student Affairs Office or through their family health insurance coverage.

Emergency Procedures

Notify the University at once. Ms. Kohncke and Ms. Vangellow are located in the Student Health Center which is in the lobby of Dorm '79. The phone number is 791-4330, ext. 2386 and 2533. A family nurse practitioner or physician's assistant is on the campus from 8:30 a.m. until 5:00 p.m. daily. At other hours or on weekends, call the Wilmington Health Associates physician on call at 763-8251.

Students involved in serious accidents, or who appear to be seriously ill and/or require immediate hospital emergency care, should be taken to the emergency room as quickly as possible in a private car or by Rescue Squad. Campus Security personnel can also be of great assistance to you in these emergency situations. In all cases, the physician on call from the Wilmington Health Associates office should be notified. This physician is available 24 hours a day. He will personally provide emergency treatment for serious medical problems or, in cases when the nature of the illness or injury or other circumstances warrants it, will assist in obtaining care from a qualified physician.

Medical Excuses

The Student Health Center does not issue routine medical excuses. An instructor with your permission may verify

that a "health problem" did exist and get an estimate of the extent of your disability. Specified details will not be released without your written consent. A Health Center professional may recommend a reduction of your course load or medical withdrawal from the University.

Patient/Practitioner Communication

Every student is entitled to courteous treatment regardless of sex, race, age, religion, beliefs and/or national origin. Current information concerning diagnosis, treatment and prognosis will be provided to all students as far as possible. Students have the right to know about their health status and also have the responsibility to ask questions in order to understand any aspect of health care, medication, problems, changes in health conditions and previous health history. A student also has the right to know the name and position of all personnel, i.e. doctors, consultants, and others involved in his/her direct care. Students should keep all appointments with the Student Health Center or the office of Wilmington Health Associates and should notify the same when they cannot attend. The Student Health Center, Wilmington Health Associates or other health care institutions will bill the student for all costs not covered by the agreement. Students are responsible for these costs and should determine the cost of any health care before it is given.

Patient Participation in Health Care Decisions

Students should participate in decisions involving their health care, unless contraindicated for medical reasons. A student may refuse any procedures he/she finds objectionable with the understanding that he/she takes full responsibility for the consequences of the decision and

releases the practitioner from responsibility in writing. As individuals, students can take an active role in maintaining health by using seat belts, avoiding drugs, eating from the basic four food groups daily, exercising regularly and dealing with stress constructively.

CAMPUS POLICE

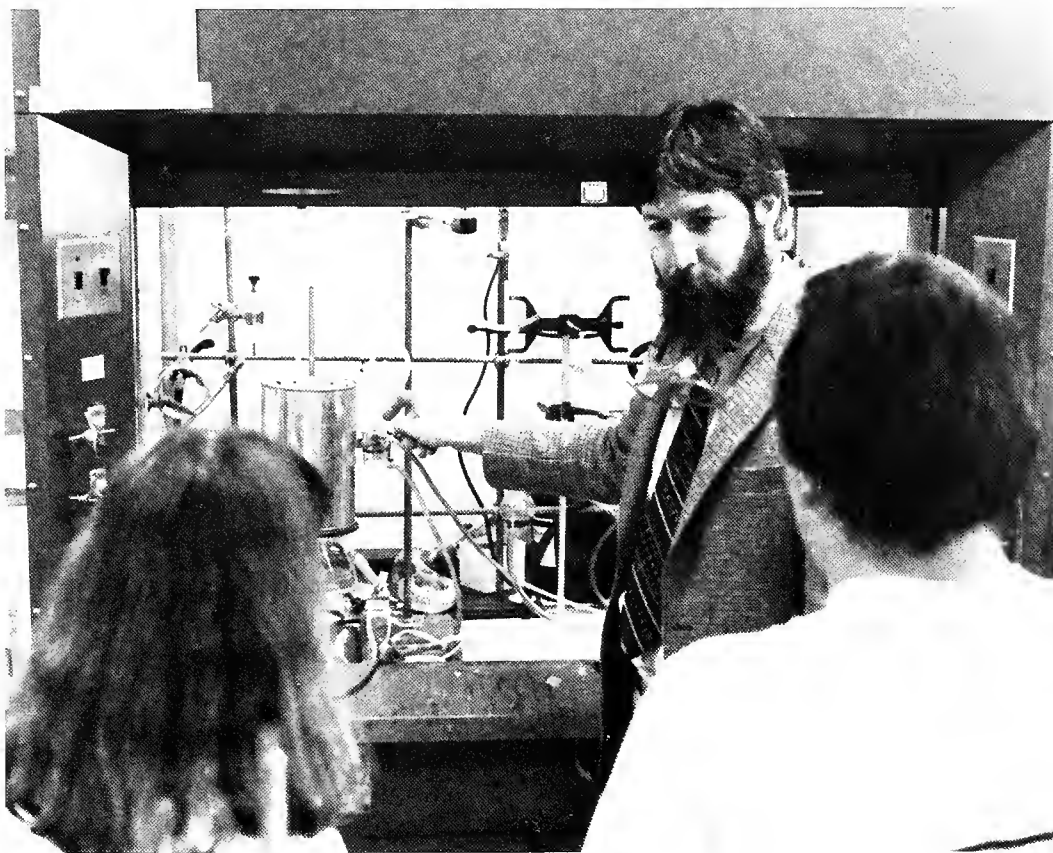
The UNCW Campus Police are sworn officers commissioned under Article 74-A of the North Carolina General Statute which gives them the same authority as a county or municipal police officer while on campus. A minimum of 260 hours of police-related training is required for this commission. Presently the department consists of 11 sworn police officers and 17 student security personnel. Twenty-four hour patrol is provided by sworn officers augmented by the student security personnel with radio and telephone communication at all times.

In addition to providing security, the Campus Police offer bicycle and moped registration, escort service, films and lectures on crime prevention, operation ID, and safety tips. All of these services are free of charge and students are urged to participate. Please consult the Parking and Traffic Regulations Manual, available in the Parking Office, for specific traffic guidelines.

OFF-LIMITS PROPERTY

The eastern section of the University's property, which is undeveloped, should not be used for any purpose by students.

Comprising approximately 60 percent of the total campus, the area is posted with "No Trespassing" signs, which should be observed.



Academics

CHANGE OF NAME AND/OR ADDRESS

It is the responsibility of each student to notify the Office of the Registrar of any change in name or address. Only one address (either permanent or local) is maintained for the mailing of grades, bills, and other University notices.

PREREGISTRATION

Preregistration for those students currently enrolled is held each semester. Students who complete preregistration and pay fees by the designated date are registered except if they are declared academically ineligible at the end of the preceding semester.

To preregister, you must complete the following steps:

Pick up Master Registration Card from the Registrar's Office. Students assigned to the Freshman Advising Center will pick up the Master Registration Card from their advisor.

Obtain Class Schedule Card from advisor when you go for appointment to plan schedule.

Go to each department listed on your schedule to get course card and department approval on date your class is scheduled to preregister. (You must have your Master Registration Card before you pick up course cards.)

Return Master Registration Card and course cards to the Registrar's Office by the designated date. Be sure each card is for the appropriate course number and section before you turn in your packet.

YOU WILL NOT BE PREREGISTERED UNLESS YOUR PACKET IS TURNED IN BY THE DESIGNATED DATE.

Payment of Fees for Preregistration

Bills are mailed to the student at the address on file in the Registrar's Office. If you have preregistered and you or your parents do not receive a bill, contact the Registrar's Office immediately. It is **your responsibility** to make sure that your payment is received by the Cashier before the deadline published in the Schedule of Classes.

All scholarships, loans, credit balances, etc., must be verified through the Financial Aid Office and validated by the Cashier's Office. Failure to give proper notification to these offices prior to the payment date, or failure to pay fees for whatever reason, will result in the cancellation of your preregistration.

REGISTRATION

Registration is limited to the time period specified in the University calendar of events. Classes may not be added after the last day of registration. Students may take 12 to 18 hours without restriction. Students who have a cumulative quality point average of 3.5 may be allowed, with special permission of the appropriate dean, to carry a maximum of 21 semester hours.

CLASSIFICATION OF STUDENTS

Students are classified as freshmen, sophomores, juniors, and seniors. Semester hours passed are used to determine these classifications. In order to graduate in 8 semesters, a student must average 15 to 16 hours per semester. The required number of hours passed for each classification is as follows:

Less than 27 semester hours credit - Freshman
From 27-58 semester hours credit - Sophomore
From 59-88 semester hours credit - Junior
More than 88 semester hours credit - Senior

CLASS ATTENDANCE

Students are expected to be present at all regular class meetings and examinations for the courses in which they are registered. All faculty members are responsible for setting policy concerning the role of attendance in determining grades for their classes. It is the responsibility of the students to learn and comply with the policies set for each class in which they are registered.

WITHDRAWAL POLICY

A student may withdraw from The University of North Carolina at Wilmington or from any UNCW course during the period of registration without having a grade entered on the academic record.

During the semester, forms requesting a WP (withdrawal passing) or WF (withdrawal failing) must be filed in the Registrar's Office on or before the dates specified in the University academic calendar. A grade of WP will not affect the grade point average. During the last five (5) weeks of the semester, a student who withdraws from the University or from individual courses will receive a grade of F.

Undergraduates who withdraw from all their courses should fill out an Official Withdrawal Form in the Dean of Students Office, Alderman 110.

Graduate students withdraw in the Graduate Office, Alderman 111.

GRADES AND REPORTS

The University of North Carolina at Wilmington uses the quality point system and semester hour credit for calculating student achievement. Grade symbols used are A-Excellent, B-Good, C-Average, D-Passing, F-Failure, I-Incomplete, WP-withdrawal passing, WF-withdrawal failing.

Quality points are assigned as follows: 4-A, 3-B, 2-C, 1-D. No quality points are given for a grade of I, F, WP or WF. The quality point ratio is determined by dividing the accumulated number of quality points earned by the accumulated number of semester hours attempted. Hours attempted for which a grade of I, F or WF has been assigned must be included in this calculation.

At the discretion of the instructor, a student may be given a grade of incomplete when the work in the course has not been completed for reasons beyond the control of the stu-

dent. All incomplete grades must be removed according to a deadline established by the instructor, not to exceed one calendar year from the end of the semester in which the incomplete was given; otherwise, the I becomes an F.

Grade reports are mailed to the student at the end of each semester.

GRADE APPEAL PROCEDURE

Any student who protests a course grade shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined below. Such appeal must be made no later than the last day of the next regular semester.

The student shall present the appeal in writing to the chairman of the department within which the protested grade was awarded. By conferring with the student and the instructor, the chairman will seek resolution by mutual agreement.

Failing such resolution, the department chairman will transmit the written appeal to the appropriate dean, who will convene the Grade Appeals Committee.

The Grade Appeals Committee will consist of the convening Dean and five faculty members appointed by the Dean. If the Committee affirms the instructor's decision, the Dean will notify in writing the faculty member, the student, and the department chairman as appropriate. If the Committee supports the student's appeal, it shall prescribe the method by which the student will be re-evaluated. If the re-evaluation results in a grade change, the established Course Grade Change procedure will be followed. The grade resulting from the re-evaluation is final and may not be further appealed.

DEAN'S LIST

Grade point average of 3.5 or better with no grade less than B is required for students taking 12-14 hours. Grade point average of 3.2 or better with no grade less than B is required for students taking 15 or more hours.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

Who's Who recognizes those students whose academic standing, participation in extracurricular activities and community service are decidedly above average. A student may be nominated once as a junior, once as a senior, and once as a graduate student. Nominations may be submitted by faculty, staff, and/or students between September 12, 1983 and October 6, 1983. Applications for nominees are available in the Dean of Students Office.

In order to be nominated at UNCW, a student must have a 2.5 cumulative grade point average and a minimum of 59 semester hours prior to the beginning of fall semester.

ADVANCED PLACEMENT

The University of North Carolina at Wilmington participates in the advanced placement programs of the College Entrance Examination Board. A brochure listing the examination's required minimum scores, course equivalents, and credits awarded is available through the Registrar's Office or the Office of Admissions. A freshman who scores a 3 or above on the Advanced Placement test will receive appropriate college credit and advanced placement. Students taking Advanced Placement tests should have the score reports sent to the Registrar's Office for evaluation concerning placement and credit. Individual departments have determined the specific courses for which credit will be given.

RETENTION CHART

Scholarship is both encouraged and required at The University of North Carolina at Wilmington. In order to remain at the University, all students must meet the quality point requirements as outlined below:

Total Hours		Required Quality Point
Attempted	To Continue in the University	Average for Eligibility
6-26	1.2
27-58	1.5
59-88	1.8
89 or more	2.0

Transfer students are placed in the above retention chart based on total hours transferred from all institutions attended. A transfer student's quality point average is computed only on work attempted through The University of North Carolina at Wilmington.

GRADUATION REQUIREMENTS

Application for graduation must be filed in the Office of the Registrar on or before the dates specified in the University calendar.

Students may qualify for the bachelor's degree by completing successfully (1) the basic studies requirements, (2) an approved course of study in an area of concentration, (3) a total of 124 semester hours of credit, and (4) a minimum quality point average of 2.0. The final 15 hours of credit required for the concentration must be completed at The University of North Carolina at Wilmington.

Graduation will be certified at the end of the term in which all academic requirements are completed, providing the final 30 hours of course credit are completed at UNCW. Upon completion of all requirements, the student will receive either the Bachelor of Arts or the Bachelor of Science Degree.

Participation in the graduation exercise is required of all eligible students unless excused by the Dean of Students Office. All August and December graduates are invited to participate in commencement exercises which are held after the spring semester.

Caps and gowns are required for commencement exercises and may be picked up at the Bookstore approximately one month before commencement. Also, announcements may be purchased at the Bookstore.

Students must pay all University fees and fines prior to receiving their diplomas.

DEGREES WITH DISTINCTION

Three degrees with distinction are granted to graduating students based on all work attempted in meeting requirements for the degree as follows:

- Cum Laude for an overall average of 3.50
- Magna Cum Laude for an overall average of 3.70
- Summa Cum Laude for an overall average of 3.90

Degrees with distinction are granted to transfer students under the following conditions:

1. The student must have the required overall average on all work attempted (including any transfer credit).
2. The student must have the required average on work completed at The University of North Carolina at Wilmington.

Students who complete the Senior Honors Program satisfactorily will be graduated "With Honors in" the discipline in which the special work is undertaken.

DIRECTORY INFORMATION RELEASE

The University of North Carolina at Wilmington has routinely made public certain information about its students. This information includes names of students who are selected by the various honorary societies, receive scholarships, make the Dean's List, hold offices, or are members of athletic teams. The annual commencement program publishes the names of persons who have received degrees during the year.

The Family Educational Rights and Privacy Act defines the term "directory information" to include the following categories of information: The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The University will make public information about each student limited to these categories in ways such as those described above. Of course, information from all these categories is not made public in every listing. Students who do not wish to have "directory information" released must give written notice to the Office of the Registrar before the end of the registration period of each semester that they are enrolled.

RESIDENCY STATUS FOR TUITION PAYMENT

Residency status for tuition purposes is defined in the North Carolina General Statutes as follows:

To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the state during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of the state, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of the state, this fact shall be prima facie evidence of non-domiciliary status of the individual. (G.S. 116-143.1)

The initial classification of students as in-state or out-of-state residents for tuition purposes is made by the Admissions Office (Undergraduate) and Graduate Office (Graduate Students). Appeals for in-state status may be made to the campus appeals body, Out-of-State Tuition Appeals Committee. University regulations governing residential classification of students are set forth in detail in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." Each enrolled student is responsible for knowing the contents of this manual. Students who are interested in referring to this manual can do so by going to the undergraduate Admissions Office, Dean of Students Office, or Registrar's Office.

Applications for Residence and Tuition Status can be obtained from the Admissions Office, Dean of Students Office, or Registrar's Office. After completing the application, the student must turn it in to the Registrar's Office.

ACADEMIC HONOR CODE

The University of North Carolina at Wilmington is committed to the proposition that the pursuit of truth requires the presence of honesty among all involved. It is therefore this institution's stated policy that no form of dishonesty among its faculty or students will be tolerated. Although all members of the University community are encouraged to report occurrences of dishonesty, each individual is principally responsible for his or her own honesty. The following definitions and procedures are provided in the interest of helping all to realize the high value that is placed on academic integrity and the means that will be employed to ensure its preservation.

I. Academic Dishonesty Offenses

Many forms of academic dishonesty are too obvious to require definition. Cheating on tests, providing or receiving unauthorized assistance, tampering with grades and records, stealing exams, and other similar misdeeds are patently dishonest and need no further discussion.

There is, however, one offense that has not always been

subjected to the full disapproval it deserves, and that is plagiarism. Therefore the following description is provided so that the policy of this institution is clear.

Plagiarism is the act of taking the work of someone else and passing it off as one's own. It is doubly unethical, since it deprives the true author of his rightful credit and then gives that credit to one to whom it is not due. It is thus a form of thievery as well as fraud, and is totally out of place in an institution of higher learning.

Since in stealing the work of another, one can use it in different ways, there are different kinds of plagiarism. The following three kinds are described by Harold C. Martin and Richard M. Ohmann in their book, *The Logic and Rhetoric of Exposition* (1963):

- A. Word-for-word copying. Whenever someone else is directly quoted, honesty and courtesy require acknowledgement of the source. The text should be placed in quotation marks and its exact location should be indicated, either in the text itself or in a footnote.
- B. The mosaic. To intersperse a few words of one's own here and there while basically copying the work of another is obviously unethical, unless one clearly acknowledges that this is being done. Should there be a valid reason for doing so then quotation marks or a general footnote should be used to show what belongs to the source and what is one's own contribution.
- C. The paraphrase. Once more the crucial point is acknowledgement. Sometimes one can paraphrase in order to simplify, abbreviate, or improve upon an original, but the reader deserves to know what is being presented to him and whose work it represents. Therefore, acknowledgement of the source is required within the text or by a footnote.

In summary, the stated policy of The University of North Carolina at Wilmington on all these forms of plagiarism is clear: conscious use of sources is always to be acknowledged.

II. Judicial System

In order to enforce the policy of academic integrity, a mechanism for handling violations is provided. To ensure justice and protect individual rights, a two-court system is employed.

A. Academic Court

The Academic Court consists of two students (elected by the Student Senate), two faculty members (appointed by the Chancellor for one-year terms following recommendation by the Steering Committee of the Faculty Senate), and the Vice Chancellor for Student Affairs. The Vice Chancellor for Student Affairs presides over this court.

An Attorney General and a Defense Attorney are appointed by the President of the SGA. A defendant may choose his own defense attorney, as long as the person selected is not a member of the court system.



B. Court of Appeals

The Court of Appeals is composed of the appropriate Academic Dean, the Dean of Students, the chairman of the Faculty, the President of the SGA, and the President of the Senior Class. The appropriate Academic Dean presides over this court.

C. General Court Rules

1. No individual can serve as a member of both of these courts.
2. The presiding officer of each court is responsible for maintaining records of each proceeding. The records are filed in the Student Affairs Office.
3. The courts shall ensure the right of due process and fair hearing to every defendant, including the presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against him, and the right to advice and assistance in his own defense.
4. The presiding officer will appoint replacements in cases of conflict of interest or unavoidable absence.
5. The five judges decide by majority vote on the innocence or guilt of the defendant, and also on the suggested penalty.
6. The defendant may appeal a decision of the Academic Court to the Court of Appeals. If he or she is found innocent by either of these courts, the case is at that point automatically closed, and the student is cleared unless additional evidence is disclosed.
7. Appeal by the plaintiff may be heard in the Court of Appeals only if the presiding officer of that court agrees that sufficient new evidence is available to warrant a new trial.

III. Judicial Procedure

- A. Out-of-court Settlement. When an instructor suspects a student of academic dishonesty, the first avenue of resolution may be private. If the penalty proposed by the instructor is acceptable to the student, the incident can be dropped. The instructor must, however, be sure the student is aware of his or her option to go through the courts. The instructor may let the court decide the case, at his or her discretion.
- B. Initiating Court Action
1. The Student Attorney General is contacted by either party. He is then responsible for gathering data pertinent to the case.
 2. After meeting with both parties, the Attorney General determines a mutually agreeable date for their appearance before the Academic Court.
 3. The defendant must be allowed a reasonable time to prepare his defense. However, all cases should be handled expeditiously so that court proceedings should be underway within two weeks of the initial charge.
- C. Suggested Penalties for Proven Offenses
1. If the court finds a student innocent of the charge, the instructor involved must acknowledge the student's legal innocence and ensure fair treatment of the student.
 2. If the defendant is found guilty of the charge, the court suggests a penalty, considering all circumstances in the case. Either failure in the course

or suspension for the remainder of the semester is generally appropriate for an offense of academic dishonesty.

D. Implementation

1. Following settlement of a case, notification of the outcome of the case and the suggested penalty, if appropriate, is sent to the defendant, the faculty member involved, the appropriate Dean, and the Chancellor. A copy of this notification is placed on file in the Student Affairs office along with other records of the proceedings.
2. The authority to determine the course grade resides with the instructor, subject to the existing grade appeal process.
3. The authority to suspend or expel resides with the Chancellor.

ACADEMIC REGULATIONS—GRADUATE STUDENTS

Graduate students should refer to the graduate studies section of the University catalog for policies and procedures.

STUDENT GRIEVANCE POLICY

Any student who believes that he or she has a legitimate grievance against another student or University employee may seek resolution of that grievance through the student grievance procedure. Information and copies of the grievance policy may be obtained from the Dean of Students Office or from the Federal Compliance Office.



Student Life

STUDENT GOVERNMENT ASSOCIATION

A central part of student life at the University is the Student Government Association. Executive officers are elected by the student body each spring, and legislative representatives are elected from each class and at large in the fall and spring.

The SGA is a democratic organization, its constitution modeled after the federal and state constitution. Through SGA, students can express their opinions on matters vital to UNCW, working to serve the best interest of the University community. SGA is the major channel for student impact on decisions which affect the University, with the SGA president serving on the University's Board of Trustees as a voting member.

Copies of the SGA constitution are available in the SGA Office, located in the University Union, Room 200. Also available are details on upcoming SGA elections and opportunities to serve in a variety of student positions in University committees as well as in-house SGA committees.

SGA is most visible during its weekly Student Senate meetings.

UNIVERSITY PROGRAM BOARD

The University Program Board is seven committees composed of highly energetic, creative students dedicated to the task of bringing quality entertainment to UNCW. The Board is designed to streamline the method of programming and coordinate student efforts to offer a broad range of cultural, entertaining and social activities.

UPB programming includes films, lectures, concerts, dances, coffeehouses, live performances, fine arts programs and many special events.

Events that the UPB has sponsored in the past include a rip-roaring Halloween Dance, the legendary Block Party, and the incredible Seaside Jam—a day-long event of fun, sun and good music, as well as a benefit for the Save The Whales Campaign.

The UPB experience includes planning and producing each event. To become part of the effort, students are invited to join one or more of the UPB committees: Concert, Special Events, Half Moon Productions (Coffeehouse), Fine Arts, and Lecture. Information concerning either the University Program Board or Student Activities can be obtained in the Student Activities Suite, Room 202, University Union.

If you are unable to join the organization, but still are concerned about student programming, feel free to contact one of the UPB committee members by calling 791-4330 ext. 2797. The UPB is always glad to listen to your ideas.

ALCOHOL AWARENESS TASK FORCE

The UNCW Alcohol Awareness Task Force, a group of student, faculty, staff and community volunteers, studies alcohol use on campus, provides information about the effects of alcohol, and encourages deliberate and responsible decision-making about alcohol use.

Information sessions about decision-making, safe drinking attitudes, legal responsibilities, party planning, and University regulations are available to students, clubs, organizations and residence life groups. Students who want more information about these services should contact the Dean of Students Office, Alderman 110.

INTRAMURALS

Objectives of the Intramural Program

The Intramural Office conducts a program of varied activities to provide students with the opportunity to participate in organized individual and team sports. The program does not require the intensified training and high degree of skill associated with varsity athletics. An individual's playing ability is not considered as important as the desire to enter into the true spirit of competition and good sportsmanship.

The intramural program will attempt to contribute to the student's overall educational experiences in the following ways:

1. Secure for the individual organic vigor, strength, endurance, and emotional readiness through competition in enjoyable activities that relieve tension and encourage companionship.
2. Provide an opportunity to participate individually or on a team in a wholesome program.
3. Provide an opportunity to participate in activities which will carry over into later life.
4. Provide an opportunity for the development of sportsmanship and a respect for the will of others.

How to Enter Intramural Activity

I. Steps to Follow to Organize a Team

1. Check IM bulletin boards for: (a) yearly calendar; (b) biweekly calendar; (c) entry deadlines; (d) starting dates. Check activity information sheets which precede each activity for exact dates. Check the moving message board in the cafeteria.
2. For all activities, get entry blanks from the IM office.
3. Check on the eligibility of your team personnel.
4. List the names of your team members on the entry form. List a phone number for the manager.
5. Return the completed entry form personally to the IM office on or before the designated entry deadline. Entry forms will not be accepted through the mail.
6. If you do not wish to organize a team, but wish to play on one, contact the IM office.

II. Mandatory Team Captain's Meeting (Most activities have required meetings)

1. Season schedules, rules, and other necessary information are distributed.



2. Teams not represented at the team captain's meeting will not be eligible for competition. The representative must be the team captain or a member of the team and their name must appear on the roster.

3. Dates for meetings will be distributed on activity information sheets and bulletin boards.

Policy

When an individual participated on an intercollegiate team (varsity or junior varsity) through the first team cut, s/he forfeits the right to intramural participation in that sport, and closely related sports (i.e. basketball, free throws, one-on-one, three-on-three) for the remainder of the current academic year and the following academic year. Following the "lay out" year the individual may re-enter the "intramural ranks" with no restrictions.

The student is responsible for medical expenses incurred as a result of any injury during an intramural activity.

Sportsmanship

A part of the philosophy of the intramural program is that good sportsmanship is vital to the conduct of every contest. In order to encourage proper conduct during games, officials, supervisors, and administrative personnel shall make decisions on whether to warn, penalize, or eject players or teams for poor sportsmanship. These decisions are final. The

University Intramural Advisory Committee will rule on further penalties for unsportsmanlike conduct. The following are considered to be evidence of unsportsmanlike conduct:

Profanity.

Unnecessary delay of game.

Striking or shoving an opponent (automatic ejection from the game).

Arguing with officials concerning decisions (discussion is allowed as long as it is done in a mature manner by the team captain only).

Derogatory and abusive remarks toward an opponent, official, or spectator.

Any action which is intended to physically injure an opponent.

Any action which shows disregard for the rules or policies of the intramural program.

Divisions of Intramural Competition

All activities provided by the IM Department have the potential of having three divisions: men's, women's, and Co-Rec. The number of divisions is determined by the number of entries.

Awards

Certificates are awarded to league champions and runners-up and to overall champions and runners-up.

VARSITY CHEERLEADERS

Cheerleaders are chosen at the beginning of the fall semester and tryouts are open to all students. Those selected represent the University at both home and away games for all major sports.

ATHLETICS

The University holds membership in the National Collegiate Athletic Association and the National Association of Intercollegiate Athletics. There are eight intercollegiate teams fielded for men and seven for women as shown below.

Men's varsity sports include: Soccer, basketball, tennis, golf, baseball, swimming, cross-country, and water polo.

Women's varsity sports include: Volleyball, basketball, tennis, golf, softball, swimming and cross-country.

A tryout period is held by each sport for students who are interested in participating in varsity sports.

TENNIS COURTS

The tennis courts, located beside Hanover Hall Gymnasium and behind Galloway Hall, are available for all students, faculty and staff who desire to use them. A valid ID is required. Courts are generally open from 3 to 9 p.m. or at any time there are not physical education classes scheduled.

EXERCISE AND TRAINING FACILITIES

The weight training and exercise facilities of Trask Coliseum are available throughout the day to members of the University community. Consult the management of Trask for rules and regulations governing use of these facilities.

SWIMMING AND DIVING

The pool facilities of Trask Coliseum are available to students, faculty and staff at various hours of the day. Free swim hours are posted, and a diving tank is also available. Check pool regulations before planning to use the facilities to assure you have the proper gear and attire.

Check bulletin boards in pool area for updates and time changes in free swim hours.

HANDBALL AND RACQUETBALL

The handball and racquetball courts are available for student use during non-class hours. Courts must be reserved prior to use on the same day you wish to play. Equipment is provided for your use and may be obtained for play by presenting a valid ID to the attendant.

BASKETBALL AND VOLLEYBALL COURTS

During the afternoon and evening during non-class hours, space is available for practice on the basketball and volleyball courts in Hanover Hall Gymnasium. Time for

court use fluctuates depending on intramural sports schedules.

UNIVERSITY THEATRE

The University Theatre is an educational theatre dedicated to the creative advancement of the dramatic arts. Four major plays are presented during the academic year with experimental work produced on demand.

The University Theatre provides a place for students to expand their theatrical curiosity from the standpoint of educational, recreational and experimental outlets indigenous to the theatre, onstage, backstage and before the stage.

For information concerning auditions and performance, contact the Division of Drama of the Department of Creative Arts.

THE UNIVERSITY READERS THEATRE

The University Readers Theatre offers students an opportunity to participate in the group performance of literature. Readers experience the imaginative process of bringing literature to life, from short stories and novels to poetry and drama.

For information concerning auditions and performances, contact Professor Carole Tallant, Division of Speech Communication, Department of Creative Arts.

UNIVERSITY INSTRUMENTAL ENSEMBLES

The University Pep Band is open to all students and plays for most home basketball games. Credit for performance in this ensemble is available. Contact Harry McLamb, Division of Music, Department of Creative Arts, for further information.

The UNCW Wind Ensemble is organized each semester to provide instrumental music experience for students who want it. Membership is open to any student who has had instrumental experience, with the approval of the director, and participants may earn credit. Participation by non-music majors may be supplemented by private lessons, also for credit. The University Wind Ensemble presents concerts each year and participates in the stage production of the Creative Arts Department.

The UNCW Jazz Ensembles program consists of a large ensemble and smaller ensembles. The large ensemble performs contemporary big band music while the smaller groups perform jazz-fusion and/or mainstream jazz. The UNCW Jazz Ensembles perform several concerts on and off campus each semester. Development of performance in the jazz idiom is stressed. These groups are open to any student who has had instrumental experience and the approval of the instructor. Auditions for each group are held at the beginning of each semester. Further information may be obtained from Frank Bongiorno, Department of Creative Arts-Music Division.

UNIVERSITY VOCAL ENSEMBLES

The UNCW Concert Choir is organized each semester to provide vocal musical experience for those students who desire it. Membership is open to any student in the University with the approval of the director, and any participant may earn credit. Participation of non-music majors may be supplemented by private lessons, also for credit.

The University Concert Choir and its small ensemble, The Chamber Singers, regularly provide music for University functions, appear on radio and television, and act as ambassadors from the University at a wide spectrum of community functions. In 1982, the Chamber Singers performed at the World's Fair.

UNCW/COMMUNITY ORCHESTRA

The UNCW/Community Orchestra seeks to give citizens as well as students the opportunity to use their musical talents in a cooperative endeavor. Four concerts are given during the school year. Rehearsals are held each Tuesday evening from 7:30 p.m. to 9:30 p.m. UNCW students receive one credit hour per semester. Interested students should contact Dr. Richard Deas in Kenan Hall, Room 116.

NON-TRADITIONAL STUDENTS ORGANIZATION

The University is aware of the growing presence of non-traditional students on campus. The term "non-traditional" refers to those students over 23 years of age who are returning to an academic setting after an absence and who have job and/or family responsibilities. Approximately one-fourth of the student body meets these criteria.

Non-traditional students are encouraged to become active in every aspect of campus life. In an effort to meet the needs of these students, the University has designated the Associate Dean of Students in Alderman 110 as the contact person.

PUBLICATIONS

Atlantis

Atlantis, the UNCW literary magazine, is published twice yearly, once each semester. Written and edited by UNCW students, Atlantis serves as a means of publishing student poetry, short stories, essays and art. All students are invited to submit material to Atlantis and to work on the staff. The Atlantis staff attempts to provide the campus with a quality magazine that is representative of the creative abilities of UNCW students.

Catalogues

Students are given one catalogue at the beginning of each academic year. After that, if the catalogue is lost, a copy may be purchased from the bookstore for a nominal fee.

Fledgling

Each year a staff of students at UNCW works to compile an accurate and meaningful account of life on campus. The publication is known as the Fledgling and it is distributed in the spring.

The staff tries to capture in pictures and words everything that happens, trying to represent and recognize every student in some way. Any interested student is eagerly welcomed to the Fledgling staff.

Forum

Forum is a biannual journal of undergraduate research of all the sciences at UNCW, from computer science to marine science to psychology. Forum is a student-oriented journal, intended to inform students of current research on campus and to provide students with a practical experience in submitting papers for publication. Forum is edited and written by undergraduate students. Any interested students may submit papers.

The Seahawk

The regular weekly newspaper of the students of UNCW, The Seahawk, is a vital voice of University activities. It provides a forum for the expression of ideas, thoughts and open, honest communication. The staff is open to anyone who wishes to work as an editor, reporter, columnist, typist, artist, photographer or layout specialist. In addition to furnishing news articles, features and editorials for interest and entertainment, The Seahawk provides such services as free classified ads to those within the University community. The staff invites any interested person to visit the office located in the University Union.

Tugboat Review

The Tugboat Review is a literary publication sponsored by the UNCW English Department and the Arts Council of the Lower Cape Fear. The magazine, featuring short stories, poetry and artworks by writers and artists of Southeastern North Carolina, is published twice each year.

UNCW students are invited to contribute material for publication in the Tugboat Review or to serve on the magazine staff. Information may be obtained from the UNCW English Department.

CLUBS AND ORGANIZATIONS

A variety of social, academic, and service organizations enhance student life at The University of North Carolina at Wilmington. National sororities and fraternities are established on the campus to recognize students for their leadership and service. Several departments in the University have locally and nationally organized groups to stimulate interest in specific areas and to develop professional attitudes. A representative listing follows:

Fraternal Organizations

Professional Fraternities:

Alpha Kappa Delta
(Honorary)

Phi Beta Lambda

Psi Chi (Honorary)

Sigma Alpha Beta

Sigma Pi Sigma

(Honorary)

Service Fraternities:

Alpha Phi Omega

Social Fraternities:

Chi Phi

Omega Psi Phi

Pi Kappa Phi

Sigma Alpha

Epsilon

Sigma Phi Epsilon

Tau Kappa Epsilon

Social Sororities:

Delta Sigma Theta

Delta Zeta

Clubs and Organizations

Art Guild

Atlantis

B. Frank Hall Philosophy and Religion Society

Biology Club

Black Student Union

Campus Christian Fellowship

Chemistry Club

Circle K

Color Guard (ROTC)

Communications Club

Concert Choir

Criminal Justice Club

Earth Science Club

English Club

Fledgling

Forum

Football Club

Gospel Choir

Math Club

National Organization for Women (NOW)

National Scholastic Surfing Association

North Carolina Student Legislature (NCSL)

Psychology Club

Racquetball Club

Rangers Club (ROTC)

Recreation Majors Club

Seahawk

Social Workers Club

Society of Physics Students

Student North Carolina Association of Educators

Ten Pin Club

UNCW Debate Team

UNCW Historical Society

UNCW Sailing Club

UNCW Skihawks

UNCW Young Democrats

University Theatre

University Program Board

Video Network

I. STUDENT CODE OF CONDUCT

The enrollment of a student shall be construed as both an evidence and a pledge that the student accepts the stan-



dards and regulations of The University of North Carolina at Wilmington and agrees to abide by them. Conduct that interferes with the efforts of others to secure an education, enjoy recreational event, or reside in an environment that is clean, quiet and conducive to study is prohibited. The University reserves the right to ask for the withdrawal of any student who refuses to adhere to the standards of the institution.

II. PROHIBITED BEHAVIOR

Immediately upon returning to campus or off-campus residence from a weekend or other University-approved break, students are subject to the rules of the University, whether or not classes are in session. Any student charged and found guilty of prohibited behavior is subject to disciplinary action by the University Judicial System. Prohibited behavior includes but is not limited to, the following:

A. Damage to Property - Malicious or unauthorized intentional damage or destruction of property belonging to the University, a member of the college community, or a visitor to the campus.

B. Theft - Unlawful taking of University property or property of any other person.

C. Receipt of Stolen Goods - Obtaining by any means property one knows or has reason to believe is stolen.

D. Sale or Exchange of Stolen Property - Sale or transfer by any means of property one knows or has reason to believe is stolen.

E. Drugs - The possession or use (without valid medical or dental prescription), manufacture, furnishing, or sale of any narcotic or dangerous drug. (See Appendix)

F. Weapons - Possession of firearm on University property or at events sponsored or supervised by the University or any recognized University organization. (See Appendix)

G. Fire Safety - (1) Tampering with fire equipment; (2) making a false fire alarm; and (3) setting any unauthorized fire in or on University property.

H. Fireworks - Possession or use of any explosive device, including but not limited to firecrackers, cherry bombs, bottle rockets, and dynamite.

I. Alcoholic Beverages - Any act that violates University Policy on the consumption and advertising of alcoholic beverages. (See Appendix)

J. Hazing - Any act that injures, degrades, harasses or disgraces any person. (See Appendix)

K. Infliction or Threat of Bodily Harm - (1) Infliction of bodily harm upon any person while on University premises; (2) any act that creates a substantial risk of bodily harm to any person who is on University property, including, but not limited to, throwing objects from buildings; and (3) threatened use of force to inflict bodily harm upon any person who is on University property.

L. Unauthorized entry to residence halls, University apartments, and/or immediate area.

M. Gambling - The playing of cards or other games of chance or skill for money or other items of value.

N. Falsification of Records and Contracts - (1) No student shall alter, counterfeit, forge, or cause to be altered, falsified, counterfeited, or forged any record, form, or document used by the University; (2) violation of contractual agreements between a student and the University, including, but not limited to, written financial aid agreements will be subject to discipline under this code.

O. Lying - Falsification, forgery or modification of University record or document, including, but not limited to, Photo ID, medical excuse, traffic decal, drop or add slip, meal card, and other applications.

P. Trespassing - Unauthorized entry into and/or presence in a building, office room, or vehicle on campus.

Q. Student Identification Cards - (1) Failure to submit identification to a duly authorized and properly identified University official. No student shall interfere with, or give false name to, or fail to cooperate with



any properly identified University personnel while these persons are doing their jobs; (2) lending, selling or otherwise transferring a student identification card; (3) use of student identification card and/or meal card by anyone other than its original holder.

R. Visitation - Any act that violates the visitation policy published in the Guide to Residence Hall Living.

S. Illegal Pet - Any act that violates the policy on pets.

T. Public Demonstrations and Assemblies - Any act that violates North Carolina General Statutes 17-132.1 or the consolidated University "Policies, Procedures, and Disciplinary Actions in Case of Disruption of Educational Process." (See Appendix)

U. Unauthorized Use or Possession of University Keys - Possession, use or duplication of University keys without consent of those individuals responsible for their control.

V. Unauthorized Use of University Computer - Any act that violates the rules and regulations of the University Computing Center.

W. Unauthorized Use of University Telephone - Use of University phones, including Dain lines, without consent of those responsible for their control.

X. Traffic and Motor Vehicle Regulation - Any act that violates regulations concerning traffic, parking, motor vehicles, and other vehicles including bicycles, as specified in the handbook on Traffic Rules and Regulations.

Y. Disorderly Conduct - Any act that reasonably disturbs the peace and tranquility of the University, including, but not limited to, throwing objects from windows, continued noise-making in the residence halls, and profanity.

III. DISCIPLINARY MEASURES

The following sanctions or any combination thereof may be imposed by designated representatives of the University.

A. Expulsion - The permanent severance of the student's relationship with the University.

B. Disciplinary Suspension - The temporary severance of the student's relationship with the University for a specified period of time but not less than the remainder of the semester in which the sanction is imposed.

C. Recorded Disciplinary Probation - An account of the infraction of regulations is placed in the discipline folder in the Dean of Students Office and in the student's folder in the Registrar's Office. The duration of the probation period is noted in both folders. At the end of the probation period, the account is removed from the student's folder in the Registrar's Office.

D. Disciplinary Probation - An account of the infraction of regulations is placed in the discipline folder in the Dean of Students Office. The duration of the probation period is noted.

E. Eviction - Removal from University housing.

F. Denial of Access to Residence Life Area - Written

statement denying access to any or all residence halls, University apartments, and immediate areas for a specified period of time.

G. Restitution - (1) Reimbursement for damage to, or destruction of, University property or property of any person; (2) restitution in the form of appropriate service to be performed.

H. Restriction of Privileges - Forfeiture of student ID to Dean of Students Office. The student's right to attend University events that require presentation of the ID will be suspended for a period that may not exceed 60 days.

I. Oral reprimand - An oral statement of disapproval.

UNIVERSITY JUDICIAL SYSTEM

The University Judicial System shall ensure that every student is provided the right of due process and a fair hearing, presumption of innocence until found guilty, the right to know the evidence, and to face witnesses testifying against him. Twenty-four hours' written notice will be provided to the student informing him of the charge(s) and the time and place of the hearing. Only with the approval of the Chancellor may a student be represented by legal counsel. The following procedures will be in effect, except for those instances that in the judgement of the administration are best handled administratively.

I. Minor Offenses Originating in the Residence Life Area

Residence Life Area is defined as all University housing and immediate surrounding grounds.

EXAMPLES OF MINOR OFFENSES: Abuse of visitation privileges, alcoholic beverage violations, pet policy violations, and minor instances of disorderly conduct.

A. If the student admits guilt to a minor offense, the Area Coordinator will assign the appropriate penalty. Appeal: If, in the opinion of the student, the penalty is too severe, he may appeal the decision to the Dean of Students. Such an appeal must be presented within 48 hours. The basis of appeal will be on the severity of the penalty and not on guilt or innocence.

B. If the student enters a plea of not guilty to the alleged misconduct, the student may exercise one of two options:

1. Request that the Area Coordinator convene a hearing. The Area Coordinator will act as sole judge on the alleged offense. The student will be requested to sign a waiver authorizing the Area Coordinator to adjudicate the case. Appeal: May be presented to the Dean of Students within 48 hours.

2. Request that the case be heard by the Residence Life Judicial Board. The Board will consist of no less than three (3) and no more than five (5) members. The Coordinator of Residence Life will serve as Chairman of the Judicial Board in a non-voting

capacity. The Board will render a decision of guilt or innocence and assign the appropriate penalty if found guilty. Appeal may be presented to the Dean of Students within 48 hours.

II. Major Offenses Originating in the Residence Life Area

All major offenses will be referred to the Dean of Students Office.

EXAMPLES OF MAJOR OFFENSES: Damage to property, possession and/or use of drugs, possession of firearms, tampering with fire equipment, and theft.

A. If the student admits guilt, the Dean of Students or a designated University administrative representative will assign the penalty. Appeal: Must be presented to the Vice Chancellor for Student Affairs within 48 hours based on the severity of the penalty. An appeal of the decision of the Vice Chancellor for Student Affairs may be presented to the Chancellor within 48 hours.

B. If the student enters a plea of not guilty to the alleged misconduct, the student may exercise one of two options:

1. Request that the Dean of Students or designated University administrative representative preside over a hearing and act as sole judge. The student will be requested to sign a waiver authorizing the Dean of Students to adjudicate the case.
2. Request that the case be referred to the Residence Life Judicial Board. The Board will consist of no less than three (3) and no more than five (5) members from the Residence Life area. The Coordinator of Residence Life will chair the Judicial Board and serve in a non-voting capacity.

The Board will make a recommendation of guilt or innocence and recommend the penalty to the Dean of Students. The Dean of Students will render a decision. Appeal: May be presented to the Vice Chancellor for Student Affairs within 48 hours. The decision of the Vice Chancellor for Student Affairs may be appealed to the Chancellor within 48 hours.

If the student maintains innocence, the Chancellor will appoint a Formal Hearing Board consisting of three (3) faculty members. The Hearing Board will make its recommendations to the Chancellor. The Chancellor will render the final decision.

III. Offenses Originating Outside the Residence Life Area

Cases of misconduct originating outside the residence life area will be referred to the Dean of Students Office.

A. If the student admits guilt, the Dean of Students or a designated University administrative representative will assign the penalty. Appeal: Must be presented to the Vice Chancellor for Student Affairs within 48 hours based on the severity of the penalty. An appeal of the decision of the Vice Chancellor for Student Affairs may be presented to the Chancellor within 48 hours.

B. If the student enters a plea of not guilty to the alleged misconduct, the student may exercise one of two options:

1. Request that the Dean of Students or designated University administrative representative preside over a hearing and act as sole judge. The student will be requested to sign a waiver authorizing the Dean of Students to adjudicate the case.
2. Request that the case be referred to the University Court that is established within the guidelines of the Student Government Association Constitution. The University Court will make a recommendation of guilt or innocence and recommend a penalty to the Dean of Students. The Dean of Students shall render the decision. Appeal: May be presented to the Vice Chancellor for Student Affairs within 48 hours. Appeal of the decision of the Vice Chancellor for Student Affairs may be presented to the Chancellor within 48 hours. If the student maintains innocence, the Chancellor will appoint a Formal Hearing Board consisting of three (3) members of the faculty. The Hearing Board will make its recommendation to the Chancellor. The Chancellor will render the final decision.



Residence Life

RESIDENCE LIFE

The Office of Residence Life strives to provide a diverse and meaningful experience on the UNCW campus outside the classroom. The residence hall program facilitates the growth and development of each resident through positive experiences in group-living, self-discipline and decision-making.

The residence life staff coordinates social, educational and recreational programming in the attainment of a more well-rounded student. Members of the residence life staff, in cooperation with all areas of the University community, work in advising, discipline and general operation of each residence facility.

AREA COORDINATORS FOR RESIDENCE LIFE

The two area coordinators are full-time professionals with master's degrees in counseling, behavioral sciences or student personnel. These individuals are responsible for the total operation of the residence life complex.

RESIDENT DIRECTOR

The resident director is an upperclassman assigned to a specific residence hall and supervised by the area coordinator. The resident director implements programming, advising and referral of students, enforces residence hall policy and general operation of their respective buildings. The director supervises the resident assistants in their building.

RESIDENT ASSISTANTS

A resident assistant is assigned to each floor within a residence hall. His/her responsibilities include advising, discipline, programming, and operation of the residence hall. Resident assistants have a working knowledge of the University, enabling them to mediate for, assist, advise, and be a liaison between students and other members of the campus community.

APARTMENT CO-MANAGERS

The co-managers are in charge of programming, advising, discipline, and general operation of the apartment complex. The co-managers reside in Building "M" within the complex.

The co-managers strive to implement programming to meet the needs of the apartment residents and to coincide with the Residence Life Program goals. The co-managers supervise five resident managers.

RESIDENT MANAGER

The resident manager will serve as an agent for the Housing Office and Residence Life Office in the operation of the University apartments. The resident manager coordinates

health inspections, maintenance reports and general monitoring of their respective buildings.

RESIDENCE LIFE ASSOCIATION

The Residence Life Association serves to supplement programming in the residence life area. The association promotes better communication and representation of residents' opinions. It is the intent of the Residence Life Association to encourage participation and thus a better living/learning experience in residence life on campus. The Residence Life Association consists of representatives from each residence hall and apartment units.

HOUSEKEEPING STAFF

The housekeeping staff is responsible for the general cleanliness of the residence halls, a task done only with the cooperation of the students in the halls. Although students are responsible for the cleanliness of their rooms, the housekeepers clean hallways, bathrooms and lounges on a daily basis. However, it is not the responsibility of the housekeepers to pick up after students, so it is important that students aid housekeeping by emptying their own trash cans, cleaning up their own messes, and not cluttering public areas with their personal belongings.

FACILITIES

The University operates four residence halls (Galloway Hall, Belk Hall, Hewlett Hall and Dorm '79) with facilities for approximately 500 men and 500 women. Each residence hall is supervised by a resident director and resident assistants whose primary duties are to help the students on their floors adjust to University living. In addition to the four residence halls, the University operates an apartment complex. This complex has facilities for approximately 200 men and 200 women.

CONTRACT AND FEES

The agreement to live on campus constitutes a contract that (1) the student resides on campus for the entire academic year, (2) the student selects a dining plan, (3) the student abides by all rules and regulations of the University as printed in this Student Handbook.

The student may cancel the agreement, without forfeiture of deposit, by written notification to the Housing Office by the published refund deadline date. No refund of room charges will be made once the student has officially checked in. However, a pro-rata refund on the dining portion only of the charges will be made to students who officially withdraw from the University. When space allows, double rooms may be occupied privately for \$100.00 over the regular room rate. At the beginning of each semester, students who did not request private rooms, but find themselves without a roommate due to cancellation or withdrawal, will be given the option to consolidate by moving or be assessed the private room fee. Students entering

into this housing agreement in the fall semester are liable for the room charges for the fall and spring semesters. Students may be released from the annual agreement without forfeiture of second-semester room charges in the following cases: (1) withdrawal from the University, (2) proof of legal marriage, (3) proof of transfer to another university, or (4) graduation.

EXPENSES

Two room and board plans are available for residence hall students. The rates per semester are:

Room and Board Plan "A" (15 meals per week)
\$947.50
Room and Board Plan "B" (21 meals per week)
\$972.50

Three room and board plans are available for apartment students. The rates per semester are:

Room and Board Plan "A" (15 meals per week)
\$1,047.50
Room and Board Plan "B" (21 meals per week)
\$1,072.50
Room and Board Plan "C" (10 meals per week)
\$1,022.50

Residence halls are furnished with closet, chest of drawers, bed (twin-bed size), desk and chair. All apartments are furnished with oven/range, refrigerator, dining table and lounge furniture. Each bedroom is furnished with bed (twin-bed size), chest, wardrobe, desk and chair. Decorative venetian blinds are provided on each bedroom window. Draperies are not needed.

Students may bring their own linens or use the linen service which furnishes the following on a weekly basis at nominal charge: two sheets, pillowcase, two towels, wash cloth.

REFRIGERATORS

Because of high energy consumption and lack of space, only small portable (2 cubic foot) refrigerators are allowed in the residence halls. Students desiring to rent a 2-cubic-foot refrigerator should contact the Housing Office for rental information. Students using their own refrigerators must register them with the Housing Office upon check-in at the residence halls. A \$10.00 annual utility fee will be charged for each privately owned unit.

CABLE TV HOOK-UP DEPOSIT

Belk Hall, Hewlett Hall and Dorm '79 have cable television wired to the suites. If the students desire to hook on to it they may do so by depositing \$5.00 with the Housing Office for TV hook-up. This deposit will be refunded at the end of the academic year, if the hook-up is returned to the Housing Office at check-out.

ELECTRICAL APPLIANCES

The electrical system is not designed to carry heavy overloads of electrical equipment. The maximum capacity assigned to each room is 1,000 watts. No single appliance which exceeds 700 watts may be used. This allows for the use of most thermostatically controlled coffee pots and popcorn poppers. Hair dryers, electric shavers, radios and TVs are also allowed. As a matter of safety, open-coil appliances are not allowed.

ELECTRICAL DEPOSIT

Each student living in the apartment complex must make a \$50.00 deposit for usage of electricity. Each apartment is metered for electrical usage, and the students residing in the apartment are responsible for monthly electrical service. Monthly electrical service is estimated to cost between \$15.00 and \$25.00 per student. The charge for electrical usage during the month of May will be billed to the University. The University will pay the May bill from each student's electrical deposit and refund the balance to students.

MAIL SERVICE

Mail is delivered to the University Post Office located in the University Union. Each student will be assigned a mail box in the University Union by University Postal Services. Students will be notified prior to their arrival on campus of their post office box number.

When you check-out of the residence halls/apartments, each student must complete a forwarding address card at the University Post Office so that mail can be forwarded.

IDENTIFICATION CARDS AND MEAL TICKETS

Each student living on campus will be issued a student identification card and a meal ticket. It is very important to keep these items in your possession, or in a safe place at all times, because of the need to identify yourself as an enrolled student at the University and to present to the line attendant in the cafeteria for admittance. If lost, it will cost \$3.00 to get a new ID card (Student Activities Office/University Union), and \$10.00 to replace the meal card (Cafeteria Office).

VENDING MACHINES

Vending machines are located on the first floor of each residence hall and in Building "M" in the apartments. Occasionally, these machines will malfunction. If this happens, notify the work-study student on duty or the resident director and your money will be refunded.

Vending machines that are abused will be removed from the residence life area.

WASHERS AND DRYERS

Washers and dryers are located on each floor of the residence halls and in Building "M" in the apartments. The machines are coin operated. If they malfunction, you should notify the work-study student or resident director/apartment manager. Lost money will be refunded.

ATHLETIC AND RECREATIONAL EQUIPMENT

Each residence hall and apartment office has a limited amount of recreational equipment (i.e., cards, board games, outdoor equipment) that may be checked out by residents. To check-out the equipment, the resident will be required to present an ID card and assume personal responsibility for replacing lost or damaged equipment.

CHANGE MACHINES

A change machine is available in the Housing Office in Belk Hall, Monday through Friday from 8:00 a.m.—5:00 p.m.

A change machine is available in the Belk Hall RA office, Galloway Hall RA office and apartment manager's office during scheduled office hours.

TELEPHONES

Pay telephones are available on the following floors of the residence halls:

Galloway Hall

1st floor	791-9960
1st floor	791-9961
2nd floor	791-9935
3rd floor	791-9843
4th floor	791-9829
5th floor	791-9934
6th floor	791-9922

Belk Hall

1st floor	799-9957
1st floor	799-9960

Hewlett Hall

1st floor	799-9972
1st floor	799-9973

Dorm '79

1st floor	791-9877
1st floor	791-9800

Students may sign up for individual telephone service through Southern Bell Telephone Company.

KEYS

A key deposit of \$10.00 is required when each student checks in his/her assigned residence hall or apartment unit. This amount will be refunded provided each student officially checks out of the residence hall or apartment unit, reimburses the Housing Office for any damages, and returns his/her keys.

KEY LOSS

Report a lost room key immediately to your RA, Resident Director or Apartment Manager. Students who lose their room keys will be charged \$10.00 to recombine the room lock. Locks will be recombined within 24 hours and new keys issued to room occupants.

A student who requires entrance to his/her room and does not have his/her key, should contact the on-duty residence



life staff member. The residence life staff member will require student identification, collect and receipt a \$1.00 entrance fee, and unlock the door.

RESIDENCE LIFE POLICIES

The primary responsibility of our residence life program is to maintain an atmosphere conducive to the pursuit of academic goals and personal growth. Within this context, it is important to recognize the effect of the density factor in the residence life setting, which creates a special need for being aware of how one's individual actions can easily influence the environment of the floor, and thus, have a direct effect on a group of students. In light of these conditions, the following policies have been established:

ALCOHOLIC BEVERAGES

Although consumption of alcoholic beverages is not encouraged by the University, students are permitted to drink in their rooms provided that they comply with state laws pertaining to alcoholic beverages.

There are to be no kegs of beer or other large quantities of the beverage in the student's room or elsewhere in the residence halls or apartment, except during official residence life functions.

Alcoholic beverages may not be consumed in the lounges, hallways, balconies or other public areas without express approval from the Residence Life Office. See your residence life staff member or resident director if you have any questions regarding the state laws on alcoholic beverages or refer to the appendix on page 45.

DRUG POLICY

In view of the nationwide discussion on the use of drugs and narcotics on college and university campuses, the University of North Carolina at Wilmington has adopted a clearcut policy with regard to the use of drugs.

The use, possession, sale and/or distribution of such products as marijuana, LSD, barbiturates, amphetamines, etc., are strictly prohibited, and the University is prepared to take disciplinary action up to and including dismissal of students involved in such practices. Furthermore, because violation of federal and state laws is involved, the University has an obligation to report any information concerning such practices to proper authorities. See Appendix on page 45.

DRUG PARAPHERNALIA

It is unlawful for any person to knowingly use, or to possess with intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, package, repack, store, contain, or conceal a controlled substance which it would be unlawful to possess, or to inject, ingest, inhale, or otherwise introduce into the body. If you have

questions regarding the state laws on drug paraphernalia, refer to Senate Bill 128.

ROOM DAMAGES

When a student checks into an assigned room, he/she accepts responsibility for its condition and fills out the inventory in the "check-in" form, which becomes a record for the condition of the room when he/she assumed occupancy. This record is compared to the condition of the room at check-out time, and any discrepancies become the financial responsibility of the student. Therefore, to protect yourself, be sure to complete your check-in/check-out forms carefully. Failure to turn them in leaves us with no alternative but to assume that the room was in perfect condition when you checked in.

If the room or its furnishings, including the room door, are damaged, the costs will be billed equally to the occupants of the room/apartment, unless those individuals responsible for the damage are identified.

Tape marks, glue, self-adhesive plastic hooks on varnished or painted surfaces, as well as nails and screws in these same surfaces, cause damages.

The Residence Life Office will charge the occupants of a room for any restorative service, i.e., tape removal, wall washing and/or painting, surface refinishing of room doors, desk and dresser tops, bookshelves, closets, etc.

Since windows are part of your room, you are responsible for them also. They are very expensive to replace. Just as you would be responsible for replacing a broken window in your home, you will have to pay for any broken windows in your room unless other responsible persons can be identified.

At the end of the spring semester, the residence life staff inspects each student's room. Anything needing repair or replacement will be charged as damaged unless normal wear seems to be the cause. The charge will be divided equally among the last occupants of the room.

COMMON AREA DAMAGES

There are also occasions when damages occur in the common area of the floor or building, where individual responsibility is difficult to determine. In these situations, students and staff will work together to determine the nearest source of responsibility. Initially, the amount of such damages will be deducted from the residence life educational program fund until retribution is received from the person or group responsible.

VISITATION POLICY

Visitation involving members of the opposite sex is permitted during certain specified hours. These hours will be posted in the lobby areas of each residence hall and in the Apartment Office. It will be the responsibility of each visitor to know the visitation hours.

Sunday through Thursday - 11:30 a.m. until 11:30 p.m.
Friday and Saturday - 11:30 a.m. until 2:00 a.m.

Visitors should be escorted by residents of the building. Upon request, an unescorted visitor must provide positive identification and confirm his/her destination.

PETS

Because of public health regulations, pets are not allowed in the residence halls or apartments. This includes, but is not limited to, dogs, cats, birds, hamsters, mice, snakes, and other rodents. However, fish in aquariums are permitted as long as the tank does not exceed 20 gallons and is kept in a sanitary condition.

SOLICITATION

Residence halls and/or apartments may not be used to raise money for any individual or organization other than an officially recognized campus organization (either faculty, staff, or student). Anyone not connected with the residence halls/apartments who does not have the proper identification and authorization may be cited for trespassing. Authorization must come from the Dean of Students.

WINDOW POLICY

The windows in the residence life area are blocked, permitting them to open only six inches. The main reasons for initiating the policy were to conserve energy, to maintain safety (personal as well as property), and to deter objects being thrown out of the windows. The University is sensitive to the heating and air-conditioning needs of our students and will respond to these needs immediately.

FIREARMS AND FIREWORKS

Firearms, ammunition, fireworks, gasoline, and other combustible or explosive materials are not permitted in the residence halls or apartments. It is a violation of state law to store weapons of any kind on campus.

Any students caught throwing fireworks from a residence hall/apartment window will be referred for disciplinary action along with a recommendation that their housing agreement be cancelled.

BICYCLES

Bike racks are available for each building. Bikes must not be secured to trees, street signs, building railings, or otherwise parked or secured in any manner which presents a safety hazard or causes damage. Violation of this rule may result in confiscation of the bike by Campus Police.

BEHAVIOR

All resident students, non-resident students, and guests of resident students are expected to abide by all University rules and regulations and state and federal laws.

The following are examples of violations of residence hall policies which will result in the referral of the accused

violator(s) to the appropriate University officials and/or the University judicial system.

1. Habitual misconduct.
2. Any form of physical or verbal threats levied against other students or staff members, including resident assistants.
3. Violation of visitation as outlined in this handbook or posted in the residence halls/apartments.
4. Tampering with, destroying, defacing or removing public property within the residence halls. This includes furniture, doors, screens, walls, elevator, vending machines, ceiling tiles, games, etc.
5. Participation in water fights, shaving cream fights, etc. Destroying or tampering with fire alarms and/or other fire-fighting or emergency equipment.
6. Creating excessive noise or participating in general disruptive behavior.
7. Throwing objects from the windows of residence halls/apartments.
8. Undermining the security of hall residents and property, e.g., intentionally leaving end doors of hallways propped open.
9. Fighting or other disruptive behavior.
10. Cooking in residence hall rooms.

CAMPUS POLICE

The Campus Police Office is in the Security Building located off of Riegel Road. In any emergency affecting the safety of the residents or property of the University, this office should be notified at Extension 2184. If you are at any time threatened with physical harm, call the Campus Police immediately. Campus Police patrol the campus and are available to respond to calls 24 hours daily.

FIRE AND EMERGENCY EQUIPMENT

Fire alarms as well as fire extinguishers and fire hoses are located on each floor of the residence halls. If abused, this equipment will not function in the event of a fire, endangering the lives of many people. For this reason, if anyone is found tampering with or improperly using alarms, extinguishers or hoses, disciplinary and/or legal action will be taken. Pulling a false fire alarm, for example, could result in removal from the residence halls and/or a \$500 fine and/or 6 months in jail. Tampering with this equipment will be dealt with severely.

EVACUATION PROCEDURES

1. If a fire alarm sounds, evacuate the building.
2. If there is smoke in your room, keep low to the floor.
3. Crawl to your window and open it a few inches to let in fresh air.
4. If your room is clear of smoke, touch your door before opening. If it is hot, do not open! Stay in your room, and wait for emergency personnel to reach you. Hang a sheet from your window to identify your location. If



smoke is entering the room, stuff all openings with towel, etc.

5. If evacuating, take a coat, wear shoes and carry a towel to protect your face and hair from smoke and fire. Close your windows, turn out the lights, and shut and lock your door. Do not stop for personal belongings.
6. Once in the corridor, head quickly but without panic to the stairway exit. Do not use the elevators under any circumstances.
7. Exit down the stairway, making room for the persons on the other floors as they enter the stairway.
8. When you have exited, move away from the building. Keep out of the way of emergency personnel. If you believe someone may be trapped on your floor, report this immediately to fire fighters or Campus Police. Do not re-enter the building for any reason.

ROOM INSPECTIONS AND SEARCHES

Consistent with state and federal law, the University establishes the following policies concerning room inspection and searches.

1. **GENERAL ROOM INSPECTION:** General room inspections shall be conducted not less than one (1) nor more than four (4) times each month by the Residence Life Staff to check on general condition and safety of the rooms. At least forty-eight (48) hours notice will be given, and these inspections will not involve the observation of anything which cannot be seen upon entering the room. Drawers, closets, etc., will not be opened. Matters of concern in the inspection include, but are not necessarily limited to, cleanliness of the room; conditions of electrical wiring; presence of prohibited furniture or appliances; condition of heating or cooling apparatus; condition of walls, windows, doors, plumbing, and locks; obvious presence of materials, objects or creatures that could threaten the health or safety of University citizens.

To honor the resident student's individual rights and to maximize the instructional value of the inspection, an approximate schedule for entry will be posted at conspicuous places when the general room inspection is announced.

2. **ENTRY IN EMERGENCY:** If, after a general inspection

tion, a room creates an emergency immediately threatening University property or the well-being of any person, the University reserves the right to enter that room for purposes of repairs or other corrective action. When such action is deemed appropriate by the University, effort will be made to obtain the permission and the presence of the appropriate resident student. In an extreme emergency, e.g., threatened or attempted suicide, the decision to enter the room without the occupant's permission shall be made, if possible, by the highest ranking member present from the University chain of authority, but especially from either the Vice Chancellor for Student Affairs, the Dean of Students, Associate Dean of Students, the Director of Residence Life, Director of Housing, and Resident Directors.

3. **ENTRY UNDER ADMINISTRATIVE SEARCH AND INSPECTION WARRANT:** Pursuant to the provisions and requirements of General Statute (G.S.) 15-27.2, University officials or employees may obtain a warrant to search or inspect a residence hall room "as part of a legally authorized program of inspection which naturally includes that property, or (where) there is probable cause for believing that there is a condition, object, activity, or circumstance which legally justifies such a search or inspection of (the room)." Evidence obtained under this statute may be used in any civil, criminal, or administrative proceeding that results.
4. **ENTRY UNDER UNIVERSITY ADMINISTRATIVE SEARCH WITHOUT A WARRANT:** A University official charged with the responsibility of maintaining discipline, order, or security may without a warrant enter a residence hall room for search and seizure purposes when he or she has reasonable cause to believe that a student is using that room for a purpose which is illegal or which would seriously interfere with campus discipline. Evidence or materials seized may be used in subsequent University administrative or disciplinary proceedings.
5. **ENTRY BY LAW ENFORCEMENT OFFICERS WITH OR WITHOUT THE PRESENCE OF UNIVERSITY OFFICIALS BUT WITH A WARRANT:** Law enforcement officers, when carrying a valid search warrant (containing a proper statement of probable cause, affirmation of creditable information, source, specific description of persons, or contraband to be seized, location, etc.), may enter a residence hall room and seize appropriate persons, property, or materials for use or prosecution in subsequent civil, criminal, or administrative proceedings.

FURNITURE AND ROOM MAINTENANCE

Residence hall furniture is placed in the public areas of each building for the use of all students. Such furniture is not to be removed from the assigned area(s) and placed in individual rooms. Should University furniture be found in

a student's room, a \$25.00 fine will be issued, and disciplinary action will be taken.

In living in a residence hall/apartment, the student assumes responsibility for the care of the room and its furnishings.

The Residence Life staff respects the students' rights to privacy and their desires to control their own environments. However, the staff also has the responsibility of providing quality facilities at reasonable costs to present and future students. Therefore, the staff reserves the right to enter student rooms to ensure that they are maintained in a safe and sanitary fashion and to make necessary repairs.

If conditions in a room violate state and University health standards, a written notice will be given to the occupants of the room/suite/apartment describing the unacceptable condition and stating that they have 24 hours to clean the room/suite/apartment.

If such stipulation is not adhered to, the occupants can be evicted from the residence hall/apartment.

REPORTING REPAIRS

Report all needed room repairs promptly to your respective resident assistant or apartment managers. If the damage is the responsibility of one or both occupants of the room, charges will be made accordingly. The Housing Office reserves the right to assess charges for damages to the person(s) responsible. Damage charges will cover the cost of repairs and replacement. When damages occur in a particular public area, such as the lobby or hallway, the person(s) responsible will be assessed.

PAINTING OF ROOMS

Bedrooms and study rooms are painted with standardized light pastel colors which are intended to accommodate most decorating designs and furnishings. Resident students may apply to the Residence Life Office for permission to paint designs or different colors in their rooms. The entire cost for such painting—including repainting at the end of the school year—will be borne by the student. Unauthorized painting will result in repainting costs as well as possible fine.

ROOM CHANGES

A week after the semester begins a designated time will be set aside for room changes. These changes will be made through the residence hall/apartment staff, if there is room to do so. Students making approved room changes after this designated time will be charged \$5.00 per change. Any students making unapproved room changes (any change not approved by the Housing Office) will be charged \$10.00 and may be required to move back to their original room.

SECURITY PRECAUTIONS

Room keys may not be duplicated (against state law), loaned or transferred to other persons.

Room doors should always be locked when the student is not in the room. The occupants of a room are responsible for what goes on in the room. In addition, the University residence halls/apartments are not responsible for the loss of property from the student's rooms.

Incidents of vandalism or property destruction are to be reported immediately to the residence life staff.

Strangers or persons acting suspiciously should be reported immediately to a staff member or security officer.

The residence halls will be locked nightly at 12:00 midnight for security reasons. No one except residents of the respective halls will be allowed to enter after such hours. Entry for residents will be made by using the assigned key.

WOODEN STRUCTURE POLICY

Resident students may apply to the Area Coordinator for permission to build free-standing lofts or stilts for beds in their rooms.

A loft or stilt contract, when signed by a student, constitutes an agreement under which certain specifications and conditions must be met. This policy may be obtained in the Area Coordinators Office.

There will be a charge of \$25.00 for the removal and disposal of any unauthorized or abandoned wooden structure.

OVERNIGHT GUESTS

Should a resident student want to have a person of the same sex stay as an overnight guest in one of the residence halls/apartments, the resident assistant must register the visiting person in the main office upon arrival at the hall. If the guest is to stay beyond two consecutive nights, special permission must be granted by the Director of Residence Life. The guest is the responsibility of the hosting student, and he/she must abide by all of the rules and regulations governing housing on campus.

CHECK-IN AND CHECK-OUT PROCEDURES

To check in the assigned residence hall or apartment, each student will be assisted by a resident assistant or other University official. The physical condition of the room will be noted and agreed upon in terms of the room's condition. The incoming student will sign the check-in form showing his/her agreement with the room's condition. At this time a \$10.00 key deposit will be collected and room keys will be issued.

To check out of University housing the student must make an appointment with a residence life staff member. The staff member will check the room to see that the proper furnishings are still in place and will assess damages if need be. It should be noted that the student who is assessed damage charges will not be permitted to register for courses the next semester(s) or summer session(s), receive transcripts or graduate until the assessment for damages is paid in full to the University.

POLICIES REGARDING THE POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES ON THE CAMPUS OF THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

The University of North Carolina at Wilmington permits malt beverages and unfortified wines to be consumed at special activities and programs, and in the privacy of residence hall rooms.

There is no intent to encourage the increased use of alcoholic beverages or to force their consumption upon those who object to the use of alcohol on moral, ethical, or religious grounds. The policy is designed to support the positive healthy use or non-use of alcoholic beverages in a responsible manner.

- I. University policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state or municipal law regarding their purchase, possession, or consumption.

A. Possession and consumption of alcoholic beverages on the University campus shall be restricted to residence halls and the University Union. Exceptions may be designated by the Chancellor.

B. Effective Oct. 1, 1983, the North Carolina Alcoholic Beverage Control Laws make it illegal for any person under 19 years of age to purchase, possess, or consume or for anyone to aid or abet such a person in purchasing and consuming any alcoholic beverages.

C. Persons who are 19 years of age or older may purchase, possess, or consume alcoholic beverages containing less than fourteen percentum (14%) of alcohol by volume (beer and unfortified wines). (General Statutes 18-19.1 and 18-66)

D. Persons who are 21 years or age or older may purchase, transport, and consume alcoholic beverages containing more than fourteen percentum (14%) of alcohol by volume (spirituous liquors). (General Statutes 18-90.1)

E. Under no circumstances may any type of alcoholic beverages be sold by any person, organization, or corporation on the campus of the University. (General Statutes 18-87 and 18-50)

F. It is unlawful for any person to drink alcoholic beverages or to offer a drink to another person, or persons, whether accepted or not, on any public road or street, parking lot, sidewalk, or other publicly owned or leased place within the City of Wilmington.

- II. The possession and consumption of alcoholic beverages on the University campus will be permitted only at the following places and under the conditions defined both above and below.

A. Possession and consumption of alcoholic beverages in residence halls.

1. Approved social functions.

a. Alcoholic beverages will be allowed only at

scheduled functions sponsored by campus groups and only within the confines of that function with regard to time and place of consumption. These functions shall be held only in lobbies or designated areas of residence halls as approved by the Vice Chancellor for Student Affairs or the Dean of Students.

b. An alcoholic beverage permit and statement of responsibility must be approved by the Office of the Vice Chancellor for Student Affairs or the Dean of Students Office for all functions where alcoholic beverages are present.

c. The sponsoring organization shall assume all responsibility for serving alcoholic beverages, behavior, and housekeeping. Failure to adhere to the above policy shall result in appropriate disciplinary action and/or a fine to pay for cleaning up the area. Examples of unacceptable behavior are intoxication; loud, vulgar, or obscene language; disorderly conduct; and excessive noise.

d. All alcoholic beverages shall be purchased by the sponsoring organization. There shall be no "gimmicks" to collect any monies before, during or after the social event.

e. Any sponsoring organization which allows behavior as described in letter "c" is also subject to disciplinary action by the University Court and/or the administration.

f. At all social functions where alcoholic beverages are served, University supervisory personnel shall be present.

g. At all social functions where alcoholic beverages are served, only UNCW students and their bonafide guests shall be admitted. Proper identification will be required.

2. Residence Hall Rooms.

a. All possession and consumption of alcoholic beverages shall be in the privacy of the residence hall rooms.

b. Kegs of beer or other large quantities of alcoholic beverages are not permitted in the student's room or elsewhere in the residence halls except during official residence hall functions.

c. Public display of alcoholic beverages, profanity, obscenity, intoxication, and disorderly conduct are a few examples of violations of the Alcoholic Beverage Policy.

B. Possession and consumption of alcoholic beverages in the University Union.

1. Only beer and unfortified wines may be consumed in the University Union.

2. Alcoholic beverages will be allowed only at scheduled functions sponsored by recognized campus organizations and only within the confines of that function with regard to time and place of consumption.

a. Admittance to such functions is limited to persons 19 years of age or older and is restricted to UNCW students and their bona fide guests. All persons attending such functions shall be required to show proof of age and school identification prior to being admitted.

b. Permission for such functions must be obtained three days in advance from the Vice Chancellor for Student Affairs or the Dean of Students.

c. Reservations must be made with the Office of the Director of the University Union at least one week in advance.

d. Under state law, no admission may be charged at any event where alcoholic beverages are served.

e. Any time alcoholic beverages are served at a function, the sponsoring organization shall also provide non-alcoholic beverages.

f. Alcoholic beverages may be used only as complements to programs, never as the main feature (e.g., beer blasts are prohibited).

3. Officers of the sponsoring organization shall be responsible for the enforcement of all University policies and regulations. Failure to comply with any of these policies and regulations may result in a suspension of reservation privileges.

a. The faculty advisor of a student organization or a Student Activities' staff member, approved by the Director of the University Union, must attend any function where alcoholic beverages are served in the University Union.

b. It is implicit in these rules that the officers of the sponsoring organization insure adequate safeguards for compliance with federal, state, and municipal law and all rules of the University.

c. Drunkenness or disorderly conduct in any manner may subject the offender to disciplinary action and/or action by law enforcement personnel.

POLICY AND REGULATIONS ARE SUBJECT TO CHANGE IN ACCORDANCE WITH UNIVERSITY AND STATE LAW.

VACATING UNIVERSITY HOUSING

All residence halls will close and all students must vacate the building by noon on the day following the last class prior to the vacation periods listed below:

FALL BREAK—October 15, 1983-October 23, 1983
CHRISTMAS VACATION

SPRING BREAK—March 3, 1984-March 11, 1984

If you need to stay in Wilmington during these break periods, you should make prior arrangements elsewhere.

Students may remain in the residence halls during Thanksgiving and Easter vacation (dates posted in the current catalog), but they must register with the resident director in their respective residence hall. Such registration is for security reasons only. In addition, students remaining on campus during these periods are reminded that the

University's cafeteria will not be in operation during official holidays or vacations.

PLEASE NOTE: AT THE END OF THE ACADEMIC YEAR, STUDENTS ARE REQUIRED TO REMOVE ALL

PERSONAL BELONGINGS FROM THE RESIDENCE HALLS AND APARTMENTS IMMEDIATELY AFTER THEIR LAST EXAM. ONLY UNDER SPECIAL CIRCUMSTANCES WILL STUDENTS BE PERMITTED TO REMAIN ON CAMPUS AFTER THEIR LAST EXAM.

SERVICE DIRECTORY

Academic Advising	
Freshmen	General College Advising Center at Hoggard Hall
Sophomores, Juniors, and Seniors	Assigned Advisor
Address Change	Registrar's Office, 108 Alderman Hall
Address Information	Information Center, 101 University Union
Advisor Assignments	Academic Department Secretary
Advisor Change	Academic Department
Alumni Information	Development Office, 209 University Union
Audit Application	Registrar's Office, 108 Alderman Hall
Calendar of Events	Development Office, 209 University Union, or Information Center, 101 University Union
Campus Minister	Office of the Vice Chancellor for Student Affairs, 109 Alderman Hall, or Wilmington Baptist Association, 799-1160
Career Counseling	Career Planning and Placement, 106 University Union
Cashing Checks	Bookstore (\$20.00 Limit)
Catalogues	Office of the Vice Chancellor for Student Affairs, 109 Alderman Hall, or Dean of Students Office, 110 Alderman Hall
Certification of Student Status	Registrar's Office, 108 Alderman Hall
Clubs and Organizations	Student Activities Office, 214 University Union
Cooperative Education	Career Planning and Placement, 106 University Union
Counseling	Counseling and Testing, 106 Hinton James Hall
Course Changes	Advisor
Dropping a Course	(1) Instructor, (2) Advisor, and (3) Card turned in to Registrar's Office, 108 Alderman Hall
Fraternity and Sorority Information	Student Activities Office, 214 University Union
Graduate Office	111 Alderman Hall
Graduation Application	Registrar's Office, 108 Alderman Hall
GRE Information (Graduate Record Exam)	Counseling and Testing Center, 106 Hinton James Hall
Handicapped	Counseling and Testing Center, 106 Hinton James Hall
Health Insurance Information	Office of the Vice Chancellor for Student Affairs, 109 Alderman Hall, or Dean of Students Office, 110 Alderman Hall
Health Service Brochures	Office of the Vice Chancellor for Student Affairs, 109 Alderman Hall, or Dean of Students Office, 110 Alderman Hall
Honors Program Applications	Registrar's Office, 108 Alderman Hall
Housing Information (On Campus)	Housing Office, Belk Residence Hall
Housing (Off Campus)	Information Center, 101 University Union
Infirmery (Student Health Service)	Dorm '79
Information Center	101 University Union
I.D. Cards	Student Activities Office, 214 University Union, 8:30 a.m. to 10:30 a.m. and 2:30 p.m. to 4:30 p.m., Monday through Friday
International Student Advisor	Dean of Students Office, 110 Alderman Hall
Internships	Career Planning and Placement, 106 University Union
Loans and Grants	Financial Aid Office, 104 Alderman Hall
Lost and Found	Student Activities Office, 214 University Union
Major Change	
All Freshmen	General College Advising Center, 215 Hoggard Hall
College of Arts and Sciences	112 Alderman Hall
Cameron School of Business Administration	101 Bear Hall
School of Education	102 King Hall
Meal Card Replacement	Cafeteria
Meal Plan Information	Housing Office, Belk Residence Hall
Name Change	Registrar's Office, 108 Alderman Hall

Newspaper (Seahawk)	Seahawk Office, 205 University Union
Out-of-State Appeals Applications	Admissions Office, 101 Alderman Hall; Dean of Students Office, 110 Alderman Hall; Registrar's Office, 108 Alderman Hall
Parking Decal	Parking Office, Belk Residence Hall
Part-time & Summer Work	Career Planning and Placement Office, 106 University Union
Payment of Tuition and Fees	Cashier's Office, 211 Alderman Hall
Physical Forms	Admissions Office, 101 Alderman Hall
Physical Forms Completed	Student Health Service, Dorm '79
Postal Services	108 University Union
Re-enrollment Applications	Admissions Office, 101 Alderman Hall
Repeat a Course Application	Registrar's Office, 108 Alderman Hall
Room Reservations	Special Programs Office, 227 Hoggard Hall
Schedule Conflict	Registrar's Office, 108 Alderman Hall
Schedules for Preregistration	Registrar's Office, 108 Alderman Hall
Scholarships	Financial Aid Office, 104 Alderman Hall
Social Security forms to be filled out	Registrar's Office, 108 Alderman Hall
Student's Class Schedule	Information Center, 101 University Union
Student Government Association	200 University Union
Student Health Service	Dorm '79
Summer School Information	Special Programs Office, 227 Hoggard Hall
Testing	Counseling and Testing Center, 106 Hinton James Hall
Traffic Fines	Cashier's Office, 211 Alderman Hall
Transcripts	Registrar's Office, 108 Alderman Hall
Tutoring	Check with academic departments
Validation Sticker for I.D. Cards	Student Activities, 214 University Union
Veterans' Information	Veterans Affairs Office, 105 Alderman Hall
Volunteer Opportunities	Student Activities Office, 214 University Union
Withdrawal from the University	Dean of Students Office, 110 Alderman Hall
Work-Study or Work-Assistant	Financial Aid Office, 104 Alderman Hall
Xerox Copies	University Union, Library or Computing Center
Yearbook (Fledgling)	Fledgling Office, 205 University Union

CAMPUS PHONE EXTENSIONS 791-4330

Accounting	2149	Grants & Contracts	2167	Psychology	2370
Admissions	2130	Health, Physical Education & Recreation	2250	Public Relations	2169
Advising Center	2245	Health Services	2386 & 2533	Publications Officer	2708
Alumni Affairs	2616	Hewlett Hall	2532	Purchasing Services	2156 & 2158
Anthropology	2420	History	2307	Records Office	2126 & 2125
Art	2415	Housing	2178	Registrar	2126 & 2125
Athletics	2230	Infirmery	2386 & 2533	Residence Halls	
Auxiliary Services	2178	Information Systems		Administrator	2178
Belk Hall	2531	Director	2540	Apartment Office	2241
Biological Sciences	2487	Operations	2541	Belk Hall	2531
Bookstore	2188	Administrative Services	2800	Dorm '79	2265
Business Affairs	2151	Academic Services	2805	Galloway Hall	2530
Cafeteria	2534	Systems Development	2526	Hewlett Hall	2532
CAMPUS COMMUNIQUE	2169	Institute for Marine Biomedical Research	256-3721	Residence Life	
Campus Minister	2117	Institutional Research	2520	Director	2530 & 2532
Campus Police	2184	Internal Auditing, Systems		ROTC Office	791-1133
Career Planning & Placement	2174	Accounting	2772	Safety Officer	2108
Cashier	2164	Intramurals	2261	School of Business Administration	
Center for Writing	2549	Kenan Auditorium Manager	2442	Dean	2501
Central Stores	2180	Ticket Office	791-9695	Accountancy	2509
Chancellor	2000	Library Services		Economics & Finance	2510
Chemical & Physical Sciences		Director	2270 & 2271	Management & Marketing	2424
Chemistry	2450	Acquisitions	2199	School of Education	
Physics	2462	Cataloging	2275	Dean	2354
College of Arts & Sciences	2111	Circulation	2272	Curricular Studies	2366
Communications	2440	Interlibrary Loans	2760 & 2273	Educational Design & Management	2350
Compliance Officer	2115	Reference	2760	SEAHAWK Office	2229
Contracts & Grants	2167	Serials	2278	Security Services	2184
Copy Center	2183	Special Collections	2276	Sociology & Anthropology	2420
Counseling & Testing	2280	US Government Documents	2277	Special Programs	2192
Creative Arts	2415	Mathematical Sciences	2298	Sports Information Director	2236
Art	2415	Minister (campus)	2117	Student Activities	2285
Communications	2440	Minority Affairs	2439 & 2832	Student Affairs	2117
Drama	2440	Modern Languages	2340	Student Government	
Music	2390	Motor Pool	2101	Office	2553 & 2554
Criminal Justice	2420	Music	2390	Summer School Director	2193
Deans of Students	2119	News Bureau	2171	Systems Accounting	2772
Development Office	2169	Nursing	2784	The Center for Writing	2549
Director of Graduate Studies	2135	Payroll Officer	2163	Training Room	2238
Dorm '79	2265	Personnel Services	2160	Trask Coliseum	2233
Drama	2440	Philosophy & Religion	2406	Administrative Officer	2233
Earth Sciences	2490	Physical Plant	2101	Pool	2237
Engineering	2490	Plant Engineer	2100	Locker Room	2240
English	2320	Grounds	2107	UNCW Calendar of Events	2171
Federal Compliance	2115	Housekeeping	2109	UNCW Foundation	2170
Financial Aid	2177	Maintenance	2104	UNCW TODAY	2708
Financial Services	2139	Motor Pool	2101	U.S. Post Office (campus)	2182
FLEDGLING Office	2548	Work Orders	2101	Vending Services	2178
Food Services	2534	Placement Office	2174	Veterans Affairs	2136
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Appendix

University and State Policies and Procedures

STATEMENT OF UNIVERSITY POLICIES, PROCEDURES AND DISCIPLINARY ACTIONS IN CASE OF DISRUPTION OF EDUCATIONAL PROCESS

Adopted by the Board of Trustees

October 27, 1970

Section 5-1. Policies Relating to Disruptive Conduct

The University of North Carolina has long honored the right of free discussion and expression, peaceful picketing and demonstrations, the right to petition and peaceably to assemble. That these rights are a part of the fabric of this institution is not questioned. They must remain secure. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Accordingly, it shall be the policy of the University to deal with such disruption, destruction or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex or political beliefs.

Section 5-2. Definition of Disruptive Conduct

(a) Any faculty member (the term "faculty member," wherever used in this Chapter V, shall include regular faculty members, full-time instructors, lecturers, and all other persons exempt from the North Carolina State Personnel System (Chapter 126 of the General Statutes as amended) who receive compensation for teaching or other instructional functions, or research at the University), any graduate student engaged in the instructional program, or any student who, with the intent to obstruct or disrupt any normal operation or function of the University or any of its component institutions, engages, or incites others to engage, in individual or collective conduct which destroys or significantly damages any University property, or which impairs or threatens impairment of the physical well-being of any member of the University community, or which, because of its violent, forceful, threatening or intimidating nature or because it restrains freedom or lawful movement, otherwise prevents any member of the University community from conducting his normal activities within the University, shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion, discharge or dismissal from the University.

The following, while not intended to be exclusive, illustrate the offenses encompassed herein, when done for the purpose of obstruction or disrupting any normal operation or function of the University or any of its component institutions: (1) occupation of any University building or part thereof with the intent to deprive others of its normal use; (2) blocking the entrance or exit of any University building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room; (3) setting fire to or by any other means destroying or substantially damaging any University building or property, or the property of others on Universi-

ty premises; (4) any possession or display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive, or inflammable material in any University building or on any University campus; (5) prevention of, or attempt to prevent by physical act, the attending, convening, continuation or orderly conduct of any University class or activity or of any lawful meeting or assembly in any University building or on any University campus; and (6) blocking normal pedestrian or vehicular traffic on or into any University campus.

(b) Any person engaged in the instructional program who fails or refuses to carry out validly assigned duties, with the intent to obstruct or disrupt any normal operation or function of the University or any of its component institutions, shall be subject to prompt and appropriate disciplinary action under this Chapter V if (but only if) his status is such that he is not subject to the provisions of Section 4-3 of Chapter IV.

Section 5-3. Responsibilities of the Chancellor

(a) When the Chancellor has cause to believe that any of the provisions of this Chapter V have been violated, he shall forthwith investigate or cause to be investigated the occurrence, and upon identification of the parties involved shall promptly determine whether any charge is to be made with respect thereto.

(b) If he decides that a charge is to be made, he shall, within thirty (30) days after he has information as to the identity of the alleged perpetrator of the offense but in no event more than twelve (12) months after the occurrence of the alleged offense, (i) refer the case to the appropriate existing University judicial body, or (ii) refer the matter to a Hearing Committee drawn from a previously selected Hearings Panel which, under this option, is required to implement action for violation of Section 5-2 (a) or (b) of this Chapter. If the case is referred to an existing University judicial body under (i) above, the procedural rules of the body shall be followed, and subsections (c) through (f) below shall not be applicable. If the matter is referred to a Hearing Committee under (ii) above, the procedural rules prescribed in subsection (c) through (f) shall be followed.

(c) The accused shall be given written notice by personal service or registered mail, return receipt requested, stating:

(1) The specific violations of this Chapter V with which the accused is charged.

(2) The designated time and place of the hearing on the charge by the Hearing Committee, which time shall not be earlier than seven (7) nor later than ten (10) days following receipt of the notice.

(3) That the accused shall be entitled to the presumption of innocence until found guilty, the right to retain counsel, the right to present the testimony of witness and other evidence, the right to cross-examine all witnesses against him, the right to examine all documents and demonstrative evidence adverse to him, and the right to a transcript of the proceedings of the hearing.

(d) The Hearing Committee shall determine the guilt or innocence of the accused. If the person charged is found guil-

ty, the Hearing Committee shall recommend to the Chancellor such discipline as said body determines to be appropriate. After considering such recommendation the Chancellor shall prescribe such discipline as he deems proper. In any event, whether the person is found guilty or not guilty, a written report shall be made by the Chancellor or the President within ten (10) days.

(e) Any person found guilty shall have ten (10) days after notice of such findings in which to appeal to the President of the University. Such an appeal if taken shall be upon the grounds set forth in Section 5-5.

(f) Any accused person who, without good cause, shall fail to appear at the time and place fixed for the hearing of his case by the Hearing Committee shall be suspended indefinitely or discharged from University employment.

(g) The Chancellor, unless so ordered or otherwise prevented by courts, shall not be precluded from carrying out his duties under this Chapter V by reason of any pending action in any State or Federal court. Should a delay occur in prosecuting the charge against the accused because the accused or witnesses that may be necessary to a determination of the charge are involved in State or Federal court actions, the time limitations set forth in this Section 5-3 shall not apply.

(h) Conviction in any State or Federal court shall not preclude the University or any of its officers from exercising disciplinary action in any offense referred to in this Chapter V.

(i) Nothing contained in this Chapter V shall preclude the President or the Chancellor from taking any other steps, including injunctive relief or other legal action, which he may deem advisable to protect the best interests of the University.

Section 5-4. Aggravated Acts or Threatened Repetition of Acts.

(a) The Chancellor of each of the component institutions of the University shall appoint an Emergency Consultative Panel which shall be composed of not less than three (3) nor more than five (5) faculty members and not less than three (3) nor more than five (5) students who shall be available to advise the Chancellor in any emergency. No member of such Panel shall serve for more than one (1) year unless he be reappointed by the Chancellor. The Chancellor may make appointments, either temporary or for a full year, to fill any vacancies which may exist on the Panel.

(b) If, in the judgement of the Chancellor, there is clear and convincing evidence that a person has committed any of the acts prohibited under this Chapter V which, because of the aggravated character or probable repetition of such act or acts, necessitates immediate action to protect the University for substantial interference with any of its orderly operations or functions, or to prevent threats to or acts which endanger life or property, the Chancellor, with the concurrence as hereinafter provided of the Emergency Consultative Panel established pursuant to (a) above, may forthwith suspend such person from the University and bar him from the University campus; provided, however, that

in the event of such suspension the person suspended shall be given written notice of the reason for his suspension, either personally or by registered mail addressed to his last known address, and shall be afforded a prompt hearing, which, if requested, shall be commenced within ten (10) days of the suspension. Except for purposes of attending personally any hearings conducted under this Chapter V, the bar against the appearance of the accused on the University campus shall remain in effect until final judgement has been rendered in his case and all appellant proceedings have been concluded, unless such restriction is earlier lifted by written notice from the Chancellor.

(c) A quorum of the Emergency Consultative Panel provided for in (a) above shall consist of not less than four (4) of its members, and the required concurrence shall have been obtained if a majority of such quorum shall indicate their concurrence. The Chancellor shall meet personally with members of such Panel at the time he seeks concurrence, if it is feasible to do so. However, if the circumstances are such that the Chancellor deems it not to be feasible to personally assemble such members, then he may communicate with them or the required numbers of them individually by telephone or by such other means as he may choose to employ, in which event he may proceed as provided in (b) above after the required majority of such members have communicated their concurrence to him.

(d) In the Chancellor's absence or inability to act, the President may exercise the powers of the Chancellor specified in this Section 5-4 in the same manner and to the same extent as could the Chancellor but for such absence or inability to act.

Section 5-5. Right to Appeal

Any person found guilty of violating the provisions of this Chapter V by the Hearing Committee referred to in Section 5-3 shall have the right to appeal the finding and the discipline imposed upon him to the President of the University. Any such appeal shall be in writing, shall be based solely upon the record, and shall be limited to one or more of the following grounds:

(1) That the finding is not supported by substantial evidence;

(2) That a fair hearing was not accorded the accused; or

(3) That the discipline imposed was excessive or inappropriate. It shall be the responsibility of the President to make prompt disposition of all such appeals, and his decision shall be rendered within thirty (30) days after receipt of the complete record on appeal.

Section 5-6. No Amnesty

No administrative official, faculty member, or student of the University shall have authority to grant amnesty or to make any promise as to prosecution or non-prosecution in any court, State or Federal, or before any student, faculty, administrative, or Trustee committee to any person charged with or suspected of violating Section 5-2 (a) or (b) of these Bylaws.

POLICY AND PROCEDURES FOR ADMINISTRATIVE SUSPENSION OR WITHDRAWAL OF THE DISRUPTIVE STUDENT

Any student who in the judgement of University officials may be endangering himself/herself or other members of the University community, or who appears to be violating any other provision of the "Statement of University Policies, Procedures, and Disciplinary Actions in Cases of Disruption of Educational Process" as defined in the current catalog, Section 5-2, shall be reported to the Dean of Students Office. If in the opinion of the Dean of Students an immediate threat of harm or bodily injury exists, the Dean may recommend to the Vice Chancellor for Student Affairs that the student be immediately suspended from the University. If the Vice Chancellor for Student Affairs concurs, the student may be involuntarily suspended from the University. In this event, the Vice Chancellor for Student Affairs will inform the student of his/her right to a hearing to be held within five (5) University business days, if the student so desires. This policy and procedure is predicated upon G.S. 122-58.1 (1) B of the State of North Carolina which reads as follows:

"Dangerous to others" shall mean that within the recent past, the person has inflicted or attempted to inflict or threatened to inflict serious bodily harm on another or has acted in such a manner as to create a substantial risk of serious bodily harm to another and that there is a reasonable probability that such conduct will be repeated.

All members of the University community should be aware of these procedures.

It should be noted that:

1. Disruptive behavior is to be promptly reported to the Dean of Students Office.
2. If such behavior occurs after normal University business hours, it should be reported to Campus Police.

DRUG POLICY—In Accordance with G.S. 90-95 [a]—The Use or Distribution of Narcotic or Illegal Drugs is Prohibited on Campus Property

NORTH CAROLINA GENERAL STATUTE 90-95[a]

Violation penalties:

A. Except as authorized by this Article, it is unlawful for any person:

- 1) To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance;
- 2) To create, sell or deliver, or possess with intent to sell or deliver a counterfeit controlled substance;
- 3) To possess a controlled substance.

B. Any person who violates G.S. 90-95(a) (1) with respect to:

- 1) A controlled substance classified in Schedule

I or II shall be guilty of a felony and shall be sentenced to a term of imprisonment of not more than 10 years or fined not more than ten-thousand dollars (\$10,000), or both in the discretion of the court.

2) A controlled substance classified in Schedule III, IV, V, or VI shall be guilty of a felony and shall be sentenced to a term of imprisonment of not more than five years or fined not more than five thousand dollars (\$5,000), or both in the discretion of the court, but the transfer of less than 5 grams of marijuana for no remuneration shall not constitute a delivery of violation of G.S. 90-95 (a) (1).

In accordance with state law, drug paraphernalia is prohibited on campus.

STATE POLICY ON FIREARMS OR OTHER WEAPONS ON UNIVERSITY PROPERTY

NORTH CAROLINA GENERAL STATUTE 14-269-2

The following bill was enacted by the North Carolina General Assembly on April 27, 1971.

Section 1. It shall be unlawful for any person to possess, or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14-284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, in any public or private school building or bus, or any public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any board of education, school, college, or university board of trustees or directors for the administration of any public or private education institution. For the purpose of this Section, a self-opening or switchblade knife is defined as a knife containing a blade or blades, which open automatically by the release of a spring or a similar contrivance, and the above phrase "weapon of like kind" includes razors or razor blades (except construction and maintenance). This Section shall not apply to the following persons: Officers and enlisted personnel of the armed forces of the United States when in discharge of their official duties as such and acting under orders requiring them to carry arms or weapons, civil officers of the United States while in the discharge of their official duties, officers and soldiers of the military and the national guard when called into actual service, officers of the state, or any country, city or town, charged with the execution of the laws of the state, when acting in the discharge of their official duties, any pupils who are members of the Reserve Officer Training Corps and who are required to carry arms or weapons in the discharge of their official class duties.

Section 2. Any person violating the provisions of this Act shall be guilty of a misdemeanor and upon conviction shall be punished in the discretion of the Court by fine or imprisonment or by both such fine and imprisonment, not to

exceed five hundred dollars (\$500.00) fine or six months imprisonment.

Section 3. This act shall be in full force and effect from and after its ratification.

UNC-WILMINGTON POLICY ON ALCOHOL ADVERTISING BY CAMPUS GROUPS

This policy is designed to support the positive, healthy use or non-use of alcoholic beverages within the campus community. In keeping with our overall campus goals of promoting the responsible use of alcohol, this policy promotes a responsible approach to alcohol advertising done in relation to campus activities.

This policy covers both media advertisement as well as direct sponsorship of activities (such as intramural or athletic events). All campus processes involving the engagement of advertising of alcoholic products should use this policy as a guide.

Policy and regulations are subject to change in accordance with state law.

The following guidelines concerning on-campus advertising are set forth:

A. Drinking should not be glamorized. Make alcoholic beverages just another beverage.

B. Do not make alcohol the central focus of any event. It should always be a secondary issue to other activities.

C. Blatant communications which connote irresponsible drinking or behavior are not allowed (Beer Bash, Kegger, Blitz Time, Chug-A-Lug Party, etc.).

D. All alcohol advertising for on-campus (or campus-related) events must conform with this policy.

HAZING

The following is from North Carolina Statutes:

14-25. "Hazing; definition and punishment - It shall be unlawful for any student in any college or school in the state to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense. For the purpose of this section, hazing is defined as follows: to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat or harass him, or to subject him to personal indignity. Any violation of this section shall constitute a misdemeanor."

14-36. "Expulsion from school, duty of faculty to expel - Upon conviction of any student of the offense of hazing, or of aiding or abetting in the commission of this offense, he shall, in addition to punishment imposed by the court, be expelled by the college or school he is attending. The faculty or governing board of any college charged with the duty of expulsion of students for proper cause shall, upon such conviction, at once expel the offender, and a failure to do so shall be a misdemeanor."

ROOM INSPECTION AND SEARCHES

Consistent with state and federal law, the University establishes the following policies concerning room inspection and searches.

1. **GENERAL ROOM INSPECTION:** General room inspections shall be conducted not less than one (1) nor more than four (4) times each month by the Residence Life Staff to check on the general condition and safety of the rooms. At least forty-eight (48) hours notice will be given, and these inspections will not involve the observation of anything which cannot be seen upon entering the room. Drawers, closets, etc. will not be opened. Matters of concern in the inspection include, but are not necessarily limited to, cleanliness of the room; conditions of electrical wiring; presence of prohibited furniture or appliances; condition of heating or cooling apparatus; condition of walls, windows, doors, plumbing, and locks; obvious presence of materials, objects or creatures that could threaten the health or safety of University citizens.

To honor the resident student's individual rights and to maximize the instructional value of the inspection, an approximate schedule for entry will be posted at conspicuous places when the general room inspection is announced.

2. **ENTRY IN EMERGENCY:** If, after a general inspection, a room creates an emergency immediately threatening University property or the well-being of any person, the University reserves the right to enter that room for purposes of repairs or other corrective action. When such action is deemed appropriate by the University, effort will be made to obtain the permission and the presence of the appropriate resident student. In an extreme emergency, e.g., threatened or attempted suicide, the decision to enter the room without the occupant's permission shall be made, if possible, by the highest ranking member present from the University chain of authority, but especially from either the Vice Chancellor for Student Affairs, the Dean of Students, Associate Dean of Students, the Director of Residence Life, Director of Housing, and Resident Directors.
3. **ENTRY UNDER ADMINISTRATIVE SEARCH AND INSPECTION WARRANT:** Pursuant to the provisions and requirements of General Statute (G.S.) 15-27.2, University officials or employees may obtain a warrant to search or inspect a residence hall room "as part of the legally authorized program of inspection which naturally includes that property, or (where) there is probable cause for believing that there is a condition, object, activity, or circumstance which legally justifies such a search or inspection of (the room)." Evidence obtained under this statute may be used in any civil, criminal, or administrative proceeding that results.
4. **ENTRY UNDER UNIVERSITY ADMINISTRATIVE SEARCH WITHOUT A WARRANT:** A University official charged with the responsibility of maintaining

discipline, order, or security may without a warrant enter a residence hall room for search and seizure purposes when he or she has reasonable cause to believe that a student is using that room for a purpose which is illegal or which would seriously interfere with campus discipline. Evidence or materials seized may be used in subsequent University administrative or disciplinary proceedings.

5. **ENTRY BY LAW ENFORCEMENT OFFICERS WITH OR WITHOUT THE PRESENCE OF UNIVERSITY OFFICIALS BUT WITH A WARRANT:** Law enforcement officers, when carrying a valid search warrant (containing a proper statement of probable cause, affirmation of creditable information, source, specific description of persons or contraband to be seized, location, etc.), may enter a residence hall room and seize appropriate persons, property, or materials for use or prosecution in subsequent civil, criminal, or administrative proceedings.

RAFFLE GUIDELINES

It is lawful for tax-exempt organizations to conduct raffles in accordance with, but not limited to, the following regulations:

1. A raffle is a lottery in which a prize is won by a random drawing of the name or number of one or more persons purchasing chances.
2. Most clubs and organizations operating under the auspices of UNCW may claim tax-exempt status. Those

organizations claiming national affiliation (i.e. fraternities) must be able to prove exempt status through their national organization.

3. The organization conducting the raffle must have been in continuous existence in the county of operation of the raffle for at least one year.
4. A raffle committee must be selected to direct the raffle. This committee shall register with the sheriff of the county in which the raffle is to be conducted.
5. The maximum cash prize for a raffle is \$500. There is no limit on the value of merchandise that may be offered.
6. No alcoholic beverages may be raffled.
7. An organization may sponsor only one raffle per month.
8. No person may be compensated for conducting a raffle.
9. Proceeds derived from the raffle may be expanded for the prizes and operation of the raffle and religious, charitable, scientific, literary, and educational purposes. No proceeds may be used for social functions for the members of the sponsoring organization.
10. All funds received from the raffle shall be placed in a separate account. An audit shall be conducted annually and a copy of the audit shall be filed with the sheriff on or before September 15 of each year.

Please contact the Dean of Students Office or New Hanover Sheriff's Department for further information.

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CALENDAR OF EVENTS—1983-84

Fall Semester, 1983

August 21, Sunday	On-campus housing opens
August 22, Monday	Orientation and advising
August 23, Tuesday	Registration
August 24, Wednesday	Classes begin
August 31, Wednesday	Last day to drop or add without a grade
September 5, Monday	Labor Day holiday
September 15, Thursday	Faculty meeting
October 14, Friday	Fall vacation begins 10:30 p.m.
October 24, Monday	Fall vacation ends 8:00 a.m.
October 26, Wednesday	Graduation application deadline—spring 1984
November 11, Friday	Last day to withdraw with WP or WF
November 23, Wednesday	Thanksgiving vacation begins at 10:30 p.m.
November 28, Monday	Thanksgiving vacation ends 8:00 a.m.
December 7, Wednesday	Last day of classes
December 8-9, Thursday-Friday	Final exams
December 12-16, Monday-Friday	Final exams
December 16, Friday	Fall semester ends

Spring Semester, 1984

January 8, Sunday	On-campus housing open
January 9, Monday	Orientation and advising
January 10, Tuesday	Registration
January 11, Wednesday	Classes begin
January 18, Wednesday	Last day to drop or add without a grade
March 2, Friday	Spring holidays begin 10:30 p.m.
March 12, Monday	Spring holidays end 8:00 a.m.
March 23, Friday	Graduation application deadline—summer 1984
April 2, Tuesday	Last day to withdraw with WP or WF
April 12, Thursday	Faculty meeting
April 20, Friday	Last day of classes
April 23, Monday	Easter vacation
April 24-27, Tuesday-Friday	Final exams
April 30-May 2, Monday-Wednesday	Final exams
May 2, Wednesday	Spring semester ends
May 12, Saturday	Commencement

Summer Session, 1st, 1984

May 27, Sunday	On-campus housing opens
May 29, Tuesday	Registration
May 30, Wednesday	Classes begin, last day for registration
June 1, Friday	Last day to drop or add without a grade
June 28, Thursday	Graduation application deadline—fall 1984
June 29, Friday	Final exam; first term ends

Summer Session, 2nd, 1984

July 8, Sunday	On-campus housing opens
July 9, Monday	Registration
July 10, Tuesday	Classes begin, last day for registration
July 12, Friday	Last day to drop or add without a grade
August 10, Friday	Final exams; second term ends

1984-85 STUDENT HANDBOOK

UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

UNCW Research Vessel SEAHAWK



Alma Mater

by Charles Hunnicutt and Loyd Hudson

*Hail we proudly sing to thee
Who guides our green and gold.
Though future years may part us,
Fond mem'ries we shall hold.*

(Refrain)
*For our hearts will cherish
All your service done
All Hail to thee Alma Mater,
Praise to Wilmington.*

*Here we stand as one together
Voices raised in song.
Our loyal hearts will praise thee
As God doth lead us on.*

NONDISCRIMINATION POLICY

The University of North Carolina at Wilmington is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, age, or handicap. Moreover, The University of North Carolina at Wilmington is open to people of all races and actively seeks to promote racial integration by recruiting and enrolling a larger number of black students.

6,500 copies of this public document have been printed at a cost of \$3,325.00, or 51¢ per copy. (GS 143-170.1)

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WELCOME

It is my pleasure as Chancellor of The University of North Carolina at Wilmington to welcome you as members of the fastest growing student body in The University of North Carolina system.

It has been my lifelong belief that the process of learning is one of the most exciting activities in which we engage as human beings. Each new fact, each new concept, each new perception, and each new perspective of beauty adds a uniquely new dimension to our lives. We often say on this campus that we are a community of scholars, and in a very real sense, I believe that is our mission.

As students enrolled here at The University of North Carolina at Wilmington, you are members of the largest segment of that community of scholars. For the remainder of your stay in this University community of scholars, may I wish you well and encourage you to dream your dreams and set your goals high.

William H. Wagoner
Chancellor

Dr. Wagoner served as President of Wilmington College from 1968-1969, and as Chancellor of UNCW since 1969. During his 16 years of leadership, the University has grown from an enrollment of less than 1,200 to approximately 5,500.

It is, indeed, my pleasure to welcome you to the fastest growing and most exciting University in North Carolina. UNCW is alive! With its beautiful surroundings and friendly atmosphere, it provides a personal approach to learning unsurpassed by any other school. The students here seek new experiences in their field of interest through the support and guidance of the University and the Student Government Association. The SGA is composed of students, much like yourself, who are seeking to develop communication and leadership skills while serving others. I encourage you to see what UNCW has to offer, inside the classroom as well as out. There are currently over 50 different clubs and organizations that can provide you with a wide variety of experiences. So please, don't be afraid, shop around carefully, decide on what you want, and GO FOR IT!

Happy to be serving you,
Eric W. Squires
Student Body President

THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

The University of North Carolina at Wilmington was founded in 1947 as Wilmington College, a locally supported and governed institution, to provide the youth and adults of New Hanover County and southeastern North Carolina an opportunity for two years of university parallel study, semiprofessional training and vocational-technical education at moderate expense.

In 1948 Wilmington College was officially accredited by the North Carolina College Conference and became a member of the American Association of Junior Colleges.

In 1958 New Hanover County voted to place the college under the Community College Act of the State of North Carolina. By virtue of this vote, the college became a part of the state system of higher education.

On July 1, 1963, by an act of the General Assembly of North Carolina, Wilmington College became a senior college with a four-year curriculum, authorized to offer the bachelor's degree.

By vote of the Board of Trustees of The University of North Carolina in late 1968, with subsequent approval by the North Carolina Board of Higher Education, and by an act of the General Assembly of North Carolina in 1969, Wilmington College became, on July 1, 1969, The University of North Carolina at Wilmington.

On August 22, 1977, the Board of Governors of The University of North Carolina authorized The University of North Carolina at Wilmington to offer its first graduate program at the master's level.

BUILDINGS

The buildings on the campus are of modified Georgian architecture. All academic buildings, as well as the cafeteria and residence halls, are completely air-conditioned.

Edwin A. Alderman Hall, which houses administrative offices, is named in honor of a native Wilmingtonian who served as president of The University of North Carolina, The University of Virginia and Tulane University.

Hoggard Hall, an academic building named in honor of Dr. John T. Hoggard, second president of Wilmington College, contains classrooms, the School of Nursing, ROTC, laboratories, the computing center, special programs, and faculty and staff offices.

Kenan Hall, named in honor of the late Mrs. Sarah Graham Kenan of Wilmington, is occupied by the Creative Arts Department. It contains classrooms, faculty offices, art and music studios, the music library, an electronic music studio, dramatic workshops and the S.R.O. Theatre. It also contains an auditorium with a seating capacity of approximately 100.

The Chemistry-Physics Building houses the department of Chemical and Physical Sciences. It is equipped with classrooms, faculty and staff offices, teaching auditoriums, and modern, well-equipped laboratories for the physical sciences.

Arnold Kimsey King Hall houses the School of Education and contains an auditorium with a seating capacity of 191, classrooms, faculty offices, and a curriculum laboratory.

Isaac Bear Hall, completed in 1972, contains classrooms, a computer laboratory, and faculty offices for the Cameron School of Business Administration.

The Marine Science Building was completed in 1974. It houses the departments of Biological Sciences and Earth Sciences and contains classrooms and laboratories.

Morton Hall, named for Margaret Shannon Morton, was completed in October, 1978, and houses the departments of English, History, Mathematical Sciences, and Modern Languages. The building contains classrooms, seminar rooms, and Bryan Auditorium.

The Social and Behavioral Sciences Building was completed in 1980. It houses the departments of Psychology, Philosophy and Religion, Political Science, and Sociology/Anthropology, as well as some offices of the campus computing center.

Sarah Graham Kenan Auditorium, a gift from the Sarah Graham Kenan Foundation, has a seating capacity of 1,000 persons. The auditorium is also equipped for use as a theatre and contains seminar rooms for the Department of Creative Arts.

Hanover Hall and Trask Coliseum, the physical education complex, provide modern facilities for the athletic activities of all students, including a large playing floor with rollaway bleachers, a second athletic activity floor, offices, locker rooms and showers, and special gymnastic equipment.

The Raiford G. Trask Health and Physical Education Building provides the campus with a 6,000 seat coliseum as well as an olympic size swimming pool and a separate diving tank. Construction was completed in the fall of 1977.

The University Union is the newest and second largest building on campus. Serving as the "living room" of the University community, it houses a wide variety of services, student and administrative offices, while providing space for campus activities and meetings.

Hinton James Hall contains offices for counseling and testing and Student Financial Aid Services. It was named for a New Hanover County resident who was the first student to enroll at The University of North Carolina.

The University Bookstore was completed and occupied in the fall of 1977. It is centrally located on campus.

The University Cafeteria, opened in 1971, provides space for food services for students and faculty, and contains the most modern food service equipment.

The Edmond R. Galloway Residence Hall, opened in 1971, provides housing for 400 students. Belk Hall, opened in June, 1976, accommodates 200 students. The 200-student Hewlett Hall opened in the fall of 1978. Another residence hall for 200 students, Hall '79, was completed and occupied in the fall semester of 1979. In the fall of 1981, the 400-student apartment complex was completed and occupied.

University Services

DEAN OF STUDENTS OFFICE

The Dean of Students Office, located in 110 Alderman, is responsible for orientation of new students, advice to international and nontraditional students, selection of students for "Who's Who Among Students in Universities and Colleges," student discipline, publication of the Student Handbook, residence life, advice to the Student Government Association, and students' official withdrawal from the University.

The Dean and Associate Dean invite students to come by and discuss issues relative to these and other aspects of campus life.

CAMPUS MINISTRY

United Christian Campus Ministry is provided for all students at UNCW by Baptist, Episcopal, Christian, United Methodist, and Presbyterian churches, with additional support of Lutherans and Catholics.

Working through Bob Haywood, Campus Minister, UCCM provides counseling, Bible study, retreats, worship, and special programs on specific religious, social, and personal growth concerns. He can be reached by calling 799-1160 or by leaving a message with the Dean of Students Office, 395-3119.

Campus Christian Fellowship, a student organization, meets in the University Union, Tuesdays at 7:00 p.m.

FINANCIAL AID

The UNC-Wilmington Financial Aid Office in Hinton James Hall administers a program which seeks to meet the needs of all enrolled students. While the program provides for the recognition of talent and outstanding student achievement, its primary objective is to assist students with demonstrated need. Financial aid is the economic assistance available to help the student meet the difference between what he or she can afford to pay and the actual cost of a college education.

Eligibility is determined by a "needs analysis" done in the Financial Aid Office according to federal guidelines. Applications may be picked up in the Financial Aid Office.

Forms of financial aid include grants, scholarships, loans, and employment opportunities. Interested students should consult the University catalogue and/or Financial Aid Information Booklet for detailed information on these programs.

What Are The Deadlines?

Academic year (Fall and Spring)April 15
Fall onlyApril 15
Spring Only.....October 15
Summer.....March 15

The above dates represent priority deadlines used by the Financial Aid Office in processing applications. This means that those students who have completed applications on file in this office by those dates will receive first consideration for financial aid. A completed application consists of an institutional financial aid application, a Financial Aid Form, and all three copies of the Student Aid Report from the Pell Grant Program.

Academic Standing

To be eligible to receive or to remain eligible to receive financial aid, undergraduates must maintain "satisfactory progress" in their course of study. A determination of satisfactory progress incorporates two standards applied at the end of the regular academic year.

Standard one requires that a student enrolled full-time must demonstrate successful completion of 20 hours for the academic year (approximately one-sixth of total hours required for graduation) or 10 hours for students enrolled half-time (approximately one-twelfth of total hours required for graduation). In the case of a student who changes his or her enrollment status from fall to spring semester, the hours which must be completed will be averaged. Standard two involves a qualitative measurement, as shown in the following charts establishing grade standards for hours attempted.

DEGREE STUDENTS		UNCLASSIFIED STUDENTS	
Hours Attempted	GPA	Hours Attempted	GPA
6 - 26	1.2	1 - 6	1.2
27 - 58	1.5	7 - 12	1.5
59 - 88	1.8	13 - 18	1.8
89 - or more	2.0	19 - 27	2.0

NOTE: Students enrolled under the three-year rule will be required to meet a minimum 2.0 each term and meet the quantitative measurement of standard one.

The standards of progress outlined for financial aid recipients are not applicable for purposes of continued enrollment, since such determinations will be made by the University in accordance with institutional policy. Aid students who fail to meet the above standards will be dropped from financial aid after the spring semester and will not be reinstated until they meet the standards. Students terminated from aid because of failure to meet satisfactory progress standards may reapply when mitigating circumstances exist by using the appeal process outlined in the financial aid booklet. All such appeals relating to satisfactory progress must be made within 30 days following the completion of the spring semester.

Time Limitation Policy

A student is allowed up to two additional years beyond the traditional four-year track to complete the undergraduate degree. Any semester in which he or she registers and does not withdraw within the formal drop-add period will be counted, regardless of the student's financial status.

Additionally, for purposes of establishing eligibility for the federal Pell Grant Program, a student is determined to be no longer eligible once the required hours for graduation have been met. This is true regardless of whether or not the student applies for graduation.

Refunds

Financial aid recipients who withdraw from school are eligible to receive only that portion of the institutionally determined refund which exceeds the financial aid received. Refunds will be returned to the programs from which the student received aid. The following fraction will be used to determine the portion of the refund to be returned to the Title IV program(s) (Fed. Reg. Sep. 28, 1979, Sect. 168-21):

$$\frac{\text{Total Title IV aid (minus CWSP)}}{\text{Total Aid Package (minus CWSP)}}$$

The resulting fraction is applied to the institutional refund and the resulting amount (rounded to nearest whole dollar) is the amount of Title IV funds to be returned to Title IV program(s).

Repayments

Regarding cash refunds received prior to withdrawal, if a student's non-instructional educational expenses incurred up to the time of withdrawal exceeded the amount of cash disbursement, the student *does not* owe a repayment. If cash disbursed exceeds these noninstructional costs of education incurred up to the time of withdrawal, the student *does* owe a repayment. The repayment is the difference between expenses incurred and the actual cash refund received. For the resident student, noninstructional expenses include an allowance of \$200 each semester, or \$50 each month, or portion thereof for books, transportation and personal items. For commuting students, noninstructional costs include an allowance of \$1000 each semester or \$250 each month or portion thereof for room, board, books and transportation. (The above allowances are prescribed by Pell Grant Regulations.) In determining the amount of overpayment to be returned to the Title IV program(s) the following fraction is applied:

$$\frac{\text{Total Title IV Aid (minus CWSP, GSL, PLUS)}}{\text{Total Aid Awarded (minus CWSP, GSL, PLUS)}}$$

Student Aid Accounts to be Refunded/Repaid

Once the amounts to be refunded and/or repaid are determined by the formulas explained, the proper amounts shall be refunded/repaid according to the priority lists shown. No one account shall be refunded/repaid with more than what you received from the account for the term of withdrawal.

1. National Direct Loan
2. Supplemental Educational Opportunity Grant
3. State Student Incentive Grant
4. Pell Grant
5. UNCW Scholarship/Grant
6. Other aid

Deferment Policy

Students who have preregistered and received a bill may obtain a deferment from the Financial Aid Office to present to the cashier to validate their preregistration. If the award allocated is less than the bill, payment covering the difference must be presented to the cashier with the deferment. Students who have received awards but did not preregister may pick up deferments at registration.

Payment of Awards

Financial Aid awards will be automatically credited to the recipient's account each semester. Students will need to report to the Financial Aid Office only if their aid includes outside agency checks which require endorsement. State Incentive grants, guaranteed loans, and civic club scholarships are forms of aid that typically require the student to endorse checks before aid can be credited to their account. Students who are eligible to receive refunds will be able to claim refund checks from the University Cashier following the beginning of classes at times to be announced. A schedule will be posted in the Cashier's and Financial Aid Office regarding these times. Students claiming refunds will be required to present identification; no one else may pick up a refund other than the intended recipient.

STUDENT DEVELOPMENT CENTER

Counseling and testing services are available for UNCW students without charge. Counseling is designed to assist students who have questions concerning their educational-career goals or personal problems which prevent them from realizing their potential. Counseling involves confidential interviews with a professional counselor or psychologist, and the use of tests when appropriate.

As a part of its services, the Student Development Center offers assistance in career development and in reading-study skills improvement. It also provides personal growth experiences through group participation in such areas as life planning, decision-making, couples enrichment, and communications. Students are encouraged to inquire about these services.

The Student Development Center administers group testing programs. These include SAT, GRE, NTE, MAT, GMAT and others. It also administers the institutional CLEP/Advanced Placement testing program of the University.

Appointments for counseling or inquiries may be made by calling 395-3280.

DISABLED STUDENTS

The University makes a concerted effort to assist dis-

abled students who need assistance. This effort is coordinated by the Student Development Center. Disabled students are encouraged to contact the center to discuss their needs.

CAREER PLANNING AND PLACEMENT CENTER

The Career Planning and Placement Center, located in 106 University Union, is designed to help students obtain part-time, full-time or summer employment; develop career plans and job search skills; and acquire career information and learning opportunities.

The office coordinates job interviews between graduating seniors and employer representatives who visit the new campus. Seniors interested in securing employment should register with the center early in the academic year to receive relevant information and materials.

Employment opportunities for other students at the University are also available through the center, ranging from part-time to full-time positions. Interested students should register with the Job Location and Development program in the Placement Center, listing the type of work desired, special skills, qualifications and hours available for work.

Also within the center is a Job Service site which provides additional job information and assistance with the placement needs of UNCW students.

A credentials service is available to graduating seniors through the office.

Additionally, the Career Planning and Placement Center offers career counseling, internships and summer employment referrals, and libraries of career and employer information.

OFFICE OF VETERANS' AFFAIRS

The Office of Veterans' Affairs in Hinton James Hall provides educational assistance to veterans and/or their dependents enrolled at The University of North Carolina at Wilmington. The OVA is concerned with the recruitment of veterans into the University and ensuring that they successfully complete their educational programs. The OVA works with other campus offices to conveniently serve the needs of veterans and dependent students.

Services to veterans and dependents include work-study positions, peer and professional counseling, community outreach services, tutorial services, and special programs for educationally disadvantaged veterans.

Veterans and dependents receiving VA educational benefits are required by the VA to pass at least one course the semester they begin their college training. All students receiving VA educational benefits are now required to come by the OVA at least once per semester. This is necessary to ensure prompt correspondence between the OVA and the Veterans' Administration.

UNCW keeps records of progress on veteran and nonveteran students alike. Progress records are furnished to the students, veterans and dependents, at the end of each scheduled school term.

The retention chart below will apply to all veterans and dependents using GI benefits for their education at UNCW.

Total Hours Attempted	Required Quality Point Average for Eligibility for Continuing Certification
6 to 26	1.2
27 to 58	1.5
59 to 88	1.8
89	2.0

CENTER FOR WRITING

The center is designed to assist students who need help with any aspect of their writing. Students work at their own pace, and the center is staffed by student tutors and faculty members. Services of the Center for Writing are available free to all interested students at various times. To schedule an appointment, call extension 3549 or go by 203 Morton Hall.

UNIVERSITY UNION

The University Union is seen as the living room of the campus. Providing a variety of services for faculty, staff, and students, the Union also houses several offices: Career Planning & Placement, Development, *Fledgling*, Minority Affairs, Postal Services, *Seahawk*, Student Government Association, Student Activities, University Program Board, and the University Union administration.

Information Center

The Information Center is located on the first floor of the University Union and is open Monday-Friday, 8 a.m.-10 p.m., and on Saturday and Sunday, noon-10 p.m. During school vacations the Information Center is staffed 8 a.m.-5 p.m.

Some of the services provided by the Information Center are:

- Student addresses and telephone numbers
- Campus lost and found
- Campus-wide vending machine refunds
- Change
- Recreation and games equipment check-out
- Community and campus event information and ticket sales
- Wilmington area information and maps
- Bus and plane schedules
- Babysitter, typist, and tutor lists
- Daily University Union schedule
- Campus maps and telephone numbers

If you have any questions about the campus or the Wilmington area, feel free to drop by the Information Center or give them a call at 395-3841 or 395-3846. They have the answers!

Student Activities

The Student Activities Office advises students and helps

coordinate such diverse student interests and activities as fraternities, sororities, student publications, University Program Board, campus and community volunteer work, and campus-wide clubs and organizations. The office publishes an annual activities calendar called "The Channel Marker" and edits the *Orientation News*.

Recreation and Games Areas

The University Union provides numerous recreation and games opportunities. The Union has championship-size billiard tables, table tennis, and current video games, available to all students, faculty, and staff for a nominal charge. The Union provides all the necessary equipment to use these areas. The Union also sponsors various recreation and games tournaments throughout the school year and weekly specials such as half-price billiards on weekends.

Snack Bar

ARA Food Services operates the campus snack bar on the first floor of the Union. Serving a wide variety of foods, it is also a popular gathering place, and is available for catered events by advance reservation.

Wachovia Teller II

Wachovia Bank has an automatic teller machine in the Union, conveniently located across from the Post Office. Wachovia Teller II is a participant in the Cirrus System, a banking network which enables users to use most North Carolina bank cards with the machine.

ID Cards

ID cards are issued to all students and are used for admittance to University functions and for identification on and off campus. ID's are made during the first days of the semester. They are issued and validated in the Union.

Part-time students receive a temporary, paper ID card. Full-time students receive a permanent, plastic card which is updated with a color-coded sticker each semester.

There is a \$5.00 charge to make a duplicate ID card if the original is lost. Replacement ID cards will be made in the Union Administration Office, Monday-Friday, 8:30 a.m.-10:30 a.m., and 2:30 p.m.-4:30 p.m.

ID's are used to: check books out of the library, get into the bookstore and the gymnasium, cash checks at the bookstore (\$20.00 limit), vote at student elections, pick up diplomas at Registrar's Office, pick up checks at the Financial Aid and Cashier's Office, and receive a basket card from the locker room in Hanover Hall.

Volunteer Opportunities

The Union Director acts as a liaison between the University and the Lower Cape Fear Voluntary Action Center to help students and faculty find suitable volunteer positions in the community. There are plenty of opportunities available for students regardless of their skills, interests, or talents. A "Volunteer Opportunities" booklet is distributed each fall which outlines many agency positions.

MINORITY AFFAIRS

The Office of Minority Affairs, located in Room 211 of the University Union, is responsible for the implementation of programs and activities designed to enhance the overall experiences of minority students at UNC-Wilmington. By participating in activities and programs such as workshops, Minority Visitation Day, orientation and many others, students can enhance their enrollment at UNCW.

The director invites students to visit the office or call 395-3439 or 395-3832 to discuss ways in which the office can be of service.

UNIVERSITY BOOKSTORE

The University bookstore is located on "F" Street adjacent to the University Union.

Store Hours

Normal operating hours are 8:00 a.m. to 4:00 p.m. Monday through Friday. The fall and spring semester hours are extended until 8:00 p.m. for the initial two weeks. A valid ID is required for entrance to the bookstore.

Check Cashing

A valid ID is required to cash your personal check or one from your parents, not to exceed \$20.00 over your purchase. Your local address, ID number and phone number must be on the check. Three weeks prior to semester ending, checks will be honored for purchase amount only. An \$8.00 fine will be assessed on each returned check.

Textbook Refunds

Full refund for new and used textbooks will be made during the first three weeks of classes upon presentation of your cash register receipt (one week for summer). All new textbooks MUST be clean and unmarked.

Defective books will be replaced at no charge and should be returned at once.

Buy Back

Buy-back days are conducted after each semester during exams. The bookstore will pay 50 percent of current selling price if the book is to be used the next semester. Wholesale prices may be offered for books not being used the following semester.

Services

Check Cashing
Special Orders
Caps & Gowns

Announcements
Film Processing
Class Rings

UNIVERSITY POST OFFICE

A U.S. Post Office and student post office boxes are located on the first floor of the University Union. Each student is provided a post office box in which all mail (with the exception of grades) is delivered.

Boxes are assigned at the beginning of the fall semester for the full academic year and are cancelled at the end of the spring semester.

Keys to the boxes are issued at the Post Office. Post office box keys must be returned when any of the following three (3) events occur:

- a. You withdraw from school
- b. You are not returning the next semester
- c. At the end of the Spring and Summer II semesters

There is no deposit required for the keys, but a \$10 replacement charge will be levied for lost or unreturned keys.

All services are available at the Post Office (stamps, money orders, etc.). The window hours are 8:30 a.m. - 4:30 p.m. Monday through Friday with the exception of federal and University holidays.

When a student will no longer be enrolled at the University, a change of address card should be filled out and left with the Post Office.

RANDALL LIBRARY

The William Madison Randall Library, completed in January, 1969, is named for the President Emeritus of Wilmington College. It has a seating capacity for more than 600 readers and space for approximately 240,000 volumes. The library collection contains over 235,000 volumes shelved on open stacks according to the Library of Congress classification system. Rare and unique items are housed in the Helen Hagan Rare Book Room. Some 3,600 serial publications are regularly received, and extensive back files are maintained in bound volumes or on microform. Coin-operated machines for copying microforms and printed material are available.

Randall Library is a partial depository for United States government publications, and the collection of documents now consists of approximately 200,000 items.

An audio center with 18 listening stations and a wide variety of recordings are available for class assignments and personal enjoyment. Study rooms are available for small groups to study together, and a 73-seat auditorium is equipped for all types of audio-visual use. Lockers are provided for students doing honors work and other special projects.

The library is open 97 hours per week during the two regular academic sessions. Librarians trained in reference service will provide information and reader guidance to students and faculty. The hours are 7:45 a.m.-midnight, Monday through Thursday; 7:45 a.m.-6:00 p.m., Friday; 10:00 a.m.-2:00 p.m., Saturday; and 1:00 p.m.-midnight, Sunday. The library will post extended operating hours during examination periods.

Students should learn the library's policies and operational procedures, and use the library within these necessary guidelines. Student ID's are required to borrow library materials. Suggestions related to the library are always welcome and are actively solicited.

STUDENT HEALTH CENTER

Eligibility for Service

Any student at UNCW taking six or more hours of courses each semester can use the Student Health Center service. Students taking less than six hours and those who have preregistered for fall courses and remain in Wilmington during the summer period may elect to purchase the Student Health Center service at the Auxiliary Services Office. To assure that you receive the medical services you are entitled to without receiving a bill, you must show your student ID card which validates your eligibility for service each time you visit the Student Health Center or when referred to the office of Wilmington Health Associates.

Scope of Service

The University has an agreement with the Wilmington Health Associates to provide general outpatient diagnostic and treatment services similar to those provided in their general office. (Please remember that, except in medical emergency situations, you must be seen at the Student Health Center on campus—also see paragraph "EMERGENCY PROCEDURES." Ms. Colclough or Ms. Vangellow may then decide to send you to the general office of Wilmington Health Associates for more comprehensive testing and/or treatment.) These services include diagnosis and treatment of general medical disorders.

In addition to treatment of illness, the Student Health Center provides preventive medical services. Students may obtain information on how to manage simple problems such as colds and upset stomachs in the Student Health Center. Women's services, including birth control information, pregnancy testing, pelvic exams and pap smears when appropriate for birth control are provided at the center without charge during regular center hours. Outpatient physician services provided at Wilmington Health Associates and the Student Health Center are covered by this agreement. Diagnostic studies and treatment provided for patients as a part of an office visit are also covered by the agreement.

Services Not Covered by Agreement

It is important to note that any inpatient hospital expenses, hospital emergency room charges, or fees incurred in the treatment by non-Wilmington Health Associates physicians are borne by the student. Endoscopic procedures, medication and appliances not usually stocked in the general office of Wilmington Health Associates, prolonged courses of treatment, elective treatment and physical examinations are not covered by the agreement.

Routine problems whenever possible should be handled during the regular hours at the Student Health Center, since an emergency room visit for a simple problem may be very expensive. It is, therefore, very important that students avail themselves of the student health insurance policy available through the Student Affairs Office or through their family health insurance coverage.

Emergency Procedures

Notify the University at once. Ms. Colclough and Ms. Vangellow are in the Student Health Center which is in Hall '79. The phone numbers are 395-3386 and 395-3533. A family nurse practitioner or physician's assistant is on the campus from 8:30 a.m. until 5:00 p.m. daily. At other hours or on weekends, call the Wilmington Health Associates physician on call at 763-8251.

Students involved in serious accidents, or who appear to be seriously ill and/or require immediate hospital emergency care, should be taken to the emergency room as quickly as possible in a private car or by rescue squad. Campus Security personnel can also be of great assistance to you in these emergency situations. In all cases, the physician on call from the Wilmington Health Associates office should be notified. This physician is available 24 hours a day. He will personally provide emergency treatment for serious medical problems or, in cases when the nature of the illness or injury or other circumstances warrants it, will assist in obtaining care from a qualified physician.

Medical Excuses

The Student Health Center does not issue routine medical excuses. An instructor with your permission may verify that a "health problem" did exist and get an estimate of the extent of your disability. Specific details will not be released without your written consent. A Health Center professional may recommend a reduction of your course load or medical withdrawal from the University.

Patient/Practitioner Communication

Every student is entitled to courteous treatment regardless of sex, race, age, religion, beliefs and/or national origin. Current information concerning diagnosis, treatment and prognosis will be provided to all students as far as possible. Students have the right to know about their health and also have the responsibility to ask questions in order to understand any aspect of health care, medication, problems, changes in health, and previous health history. A student also has the right to know the name and position of all personnel, i.e. doctors, consultants, and others involved in his/her direct care. Students should keep all appointments with the Student Health Center or Wilmington Health Associates and should notify the same when they cannot attend. The Student Health Center, Wilmington Health Associates or other health care institutions will bill the student for all costs not covered by the agreement. Students are responsible for these costs and should determine the cost of any health care before it is given.

Patient Participation in Health Care Decisions

Students should participate in decisions involving their health care, unless contraindicated for medical reasons. A student may refuse any procedures he/she finds objectionable with the understanding that he/she takes full responsibility for the consequences of the decision and releases the practitioner from responsibility in writing. As individuals,

students can take an active role in maintaining health by using seat belts, avoiding drugs, eating from the basic four food groups daily, exercising regularly and dealing with stress constructively.

CAMPUS POLICE

The Department of Campus Police Services provides law enforcement and security services to the UNCW community. Desk and patrol operations are maintained on a twenty-four hour basis every day of the year.

Campus police officers are sworn law enforcement officers under N.C. G.S. 74A. These officers possess the same legal authority on UNCW property as do municipal and county law enforcement officers in their respective jurisdictions.

Each of the 13 police officers at UNCW exceeds North Carolina's training requirements for law enforcement officers.

Campus police investigate all crimes occurring on campus. In addition to enforcement and investigations, the campus police offer bicycle and moped registrations, escort service, films and lectures on crime prevention, Operation ID, and safety tips. All of the services are free and students are urged to participate.

Eighteen student positions are authorized in the department. Student security officers maintain the desk and provide foot and scooter patrol in the residential areas, University Union, Trask Coliseum, and Randall Library. The student security officers are not law enforcement officers but are authorized to enforce UNCW rules and the parking ordinance. Students interested in these positions may inquire at the campus police office during normal business hours.

The campus police are equipped to assist motorists with dead batteries or those locking their keys in cars.

All vehicles parking on the campus must be registered with the Parking Office. Traffic and parking regulations may be obtained from the Parking Office located in Belk Hall.

CAMPUS PARKING

Students and employees of the University are responsible for the registration of their respective vehicles and for compliance with rules and regulations governing the operation of these vehicles on University property. In the interest of fairness and legality, these rules and regulations apply equally to the public, University employees and students. The cooperation of vehicle operators in the administration and enforcement of traffic and parking regulations will enhance the convenience, safety, and general welfare of the University community.

Vehicle Registration

Students and employees of the University who operate or park a vehicle on the University campus must register their vehicle at the Parking Administration Office in Belk Hall. All student vehicles must be registered annually at the beginning of the fall semester or within 48 hours after the first class of the fall/spring semester and both summer sessions. Vehicles of students who register for classes after the beginning of the fall/spring semesters and both summer

sessions must be registered within 48 hours of that date. All student decals, regardless of the date of issue, will expire at the end of the academic year.

Temporary Registration

In unusual circumstances, a student or faculty/staff member may obtain a temporary permit to operate an unregistered vehicle on the campus for a period not in excess of two weeks. If the individual has registered a vehicle on campus, the temporary permit is issued without charge. If the individual has not registered a vehicle on campus, a fee of \$2.00 per week will be charged.

Designated Parking

- A. Parking spaces for students are outlined by white lines.
- B. Parking spaces for employees are outlined by yellow lines. Employees may park between white lines when designated employee parking is not available.
- C. Parking spaces for visitors are outlined by yellow lines and identified by appropriate signs.
- D. Parking spaces for handicapped persons are outlined by yellow lines and identified by appropriate signs.

Appeals Procedure

Students and employees may appeal traffic or parking

citations to the Parking and Traffic Citation Board. The following steps should be taken in the appeals process:

- A. The appellant initiates an appeal by filing a traffic appeal form within the Parking Administration Office. A written detailed justification should be attached to the form. The Review Board will consider an appeal based on the written material submitted. However, appellants may request permission from the Board to present appeals in person.
- B. Appellants will be notified by letter of the Review Board's decision. Those appeals that are denied must be paid at the University Cashier's Office within seven (7) days.
- C. The traffic appeal form may be obtained from the Parking Administration Office within seven (7) days from the date of the citation.

OFF-LIMITS PROPERTY

The eastern section of the University's property, which is undeveloped, should not be used for any purpose by students.

Comprising approximately 60 percent of the total campus, the area is posted with "No Trespassing" signs, which should be observed.

Academics

CHANGE OF NAME AND/OR ADDRESS

It is the responsibility of each student to notify the Registrar's Office of any change in name or address. All mail (except grades) is sent to the student's post office box in the University Union.

PREREGISTRATION

Preregistration for students currently enrolled is held each semester. Students who complete preregistration and pay fees by the designated date are registered except if they are declared academically ineligible at the end of the preceding semester.

To preregister, you must:

Pick up Master Registration Card from the Registrar's Office. Students assigned to the Freshman Advising Center will pick up the Master Registration Card from their advisor.

Obtain Class Schedule Card from advisor when you go for appointment to plan schedule.

Go to each department listed on your schedule to get

course card and department approval on date your class is scheduled to preregister. (You must have your Master Registration Card before you pick up course cards.)

Return Master Registration Card and course cards to the Registrar's Office by the designated date. Be sure each card is for the appropriate course number and section before you turn in your packet.

YOU WILL NOT BE PREREGISTERED UNLESS YOUR PACKET IS TURNED IN BY THE DESIGNATED DATE.

Payment of Fees for Preregistration

If you have preregistered and you or your parents do not receive a bill, contact the Registrar's Office immediately. It is **your responsibility** to make sure that your payment is received by the cashier before the deadline published in the Schedule of Classes.

All scholarships, loans, credit balances, etc., must be verified through the Financial Aid Office and validated by the Cashier's Office. Failure to give proper notification to these offices prior to the payment date, or failure to pay fees for whatever reason, will result in the cancellation of your preregistration.

REGISTRATION

Registration is limited to the time period specified in the University calendar of events. Classes may not be added after the last day of registration. Students may take 12 to 18 hours without restriction. Students who have a cumulative quality point average of 3.5 may be allowed, with special permission of the appropriate dean, to carry a maximum of 21 semester hours.

CLASSIFICATION OF STUDENTS

Students are classified as freshmen, sophomores, juniors, and seniors. Semester hours passed are used to determine these classifications. In order to graduate in 8 semesters, a student must average 15 to 16 hours per semester. The required number of hours passed for each classification is as follows:

- Less than 27 semester hours credit - Freshman
- From 27-58 semester hours credit - Sophomore
- From 59-88 semester hours credit - Junior
- More than 88 semester hours credit - Senior

CLASS ATTENDANCE

Students are expected to be present at all regular class meetings and examinations for the courses in which they are registered. All faculty members are responsible for setting policy concerning the role of attendance in determining grades for their classes. It is the responsibility of the students to learn and comply with the policies set for each class in which they are registered.

GRADES AND REPORTS

The University of North Carolina at Wilmington uses the quality point system and semester hour credit for calculating student achievement. Grade symbols used are A-Excellent, B-Good, C-Average, D-Passing, F-Failure, I-Incomplete, W-withdrawal.

Quality points are assigned as follows: 4-A, 3-B, 2-C, 1-D. No quality points are given for a grade of I, F, or W. The quality point ratio is determined by dividing the accumulated number of quality points earned by the accumulated number of semester hours attempted. Hours attempted for which a grade of I, F or W has been assigned must be included in this calculation.

At the discretion of the instructor, a student may be given a grade of incomplete when the work in the course has not been completed for reasons beyond the control of the student. All incomplete grades must be removed according to a deadline established by the instructor, not to exceed one calendar year from the end of the semester in which the incomplete was given; otherwise, the I becomes an F.

Grade reports are mailed to the student at the end of each semester.

WITHDRAWAL POLICY FOR UNDERGRADUATE STUDENTS

A student is allowed to withdraw from the University or from individual courses through the first week of the semester without having a grade entered on the academic record. Inclusive of the second through the sixth week of the semester, any student who withdraws from the University or from individual courses will receive a grade of W. A grade of W will not affect the student's grade point average. Beginning with the seventh week of the semester, a grade of F will be assigned for each course withdrawal.

To withdraw from an individual class or classes, the student must submit a Schedule Revision Form(s) to the Registrar's Office prior to the last day for withdrawal as indicated in the University Calendar of Events. To withdraw from all classes, the student must process an official Withdrawal Form through the Dean of Students Office. If the student is unable to appear in person to withdraw, written notice must be sent to the Dean of Students Office.

Should extenuating circumstances warrant, the grade of F assigned for course withdrawal may be changed to a W. This determination will be made by the dean of the school or college in which the student is enrolled. It is the student's responsibility to initiate the appeal. The decision of the dean is final and must be rendered prior to the end of the semester in which the withdrawal occurred.

GRADE APPEAL PROCEDURE

Any student who protests a course grade shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined below. Such appeal must be made no later than the last day of the next regular semester.

The student shall present the appeal in writing to the chairman of the department within which the protested grade was awarded. By conferring with the student and the instructor, the chairman will seek resolution by mutual agreement.

Failing such resolution, the department chairman will transmit the written appeal to the appropriate dean, who will convene the Grade Appeals Committee.

The Grade Appeals Committee will consist of the convening dean and five faculty members appointed by the dean. If the committee affirms the instructor's decision, the dean will notify in writing the faculty member, the student, and the department chairman as appropriate. If the committee supports the student's appeal, it shall prescribe the method by which the student will be re-evaluated. If the re-evaluation results in a grade change, the established Course Grade Change procedure will be followed. The grade resulting from the re-evaluation is final and may not be further appealed.

DEAN'S LIST

Grade point average of 3.5 or better with no grade less

than B is required for students taking 12-14 hours. Grade point average of 3.2 or better with no grade less than B is required for students taking 15 or more hours.

ADVANCED PLACEMENT

The University of North Carolina at Wilmington participates in the advanced placement programs of the College Entrance Examination Board. A brochure listing the examination's required minimum scores, course equivalents, and credits awarded is available through the Registrar's Office or the Admissions Office. A freshman who scores a 3 or above on the Advanced Placement test will receive appropriate college credit and advanced placement. Students taking Advanced Placement tests should have the score reports sent to the Registrar's Office for evaluation concerning placement and credit. Individual departments have determined the specific courses for which credit will be given.

RETENTION CHART

Scholarship is both encouraged and required at The University of North Carolina at Wilmington. In order to remain at the University, all students must meet the quality point requirements as outlined below:

Total Hours Attempted	Required Quality Point Average for Eligibility To Continue in the University
6-26	1.2
27-58	1.5
59-88	1.8
89 or more	2.0

Transfer students are placed in the above retention chart based on total hours transferred from all institutions attended. A transfer student's quality point average is computed only on work attempted through The University of North Carolina at Wilmington.

GRADUATION REQUIREMENTS

Application for graduation must be filed in the Registrar's Office on or before the dates specified in the University calendar.

Students may qualify for the bachelor's degree by completing successfully (1) the basic studies requirements, (2) an approved course of study in an area of concentration, (3) a total of 124 semester hours of credit, and (4) a minimum quality point average of 2.0. The final 15 hours of credit required for the concentration must be completed at the University of North Carolina at Wilmington.

Graduation will be certified at the end of the term in which all academic requirements are completed, providing the final 30 hours of course credit are completed at UNCW. Upon completion of all requirements, the student will receive either the Bachelor of Arts or the Bachelor of Science Degree.

All graduates are invited to participate in commencement exercises which are held after the spring semester.

Caps and gowns are required for commencement exercises and may be picked up at the bookstore approximately one month before commencement. Also, announcements may be purchased at the bookstore.

Students must pay all University fees and fines prior to receiving their diplomas.

DEGREES WITH DISTINCTION

Three degrees with distinction are granted to graduating students based on all work attempted in meeting requirements for the degree as follows:

Cum Laude for an overall average of 3.50

Magna Cum Laude for an overall average of 3.70

Summa Cum Laude for an overall average of 3.90

Degrees with distinction are granted to transfer students under the following conditions:

1. The student must have the required overall average on all work attempted (including any transfer credit).
2. The student must have the required average on work completed at the University of North Carolina at Wilmington.

Students who complete the Senior Honors Program satisfactorily will be graduated "With Honors in" the discipline in which the special work is undertaken.

DIRECTORY INFORMATION RELEASE

The University of North Carolina at Wilmington has routinely made public certain information about its students. This information includes names of students who: are selected by the various honorary societies, receive scholarships, make the Dean's List, hold offices, or are members of athletic teams. The annual commencement program publishes the names of persons who have received degrees during the year.

The Family Educational Rights and Privacy Act defines the term "directory information" to include the following categories of information: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous education agency or institution attended by the student. The University will make public information about each student limited to these categories in ways such as those described above. Of course, information from all these categories is not made public in every listing. Students who do not wish to have "directory information" released must give written notice to the Registrar's Office before the end of the registration period of each semester that they are enrolled.

RESIDENCY STATUS FOR TUITION PAYMENT

Residency status for tuition purposes is defined in the North Carolina General Statutes as follows:

To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the state during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of the state, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of the state, this fact shall be prima facie evidence of non-domiciliary status of the individual. (G.S. 116-143.1)

The initial classification of students as in-state or out-of-state residence for tuition purposes is made by the Admissions Office (undergraduate) and Graduate Office (graduate students). Appeals for in-state status may be made to the campus appeals body, Out-of-State Tuition Appeals Committee. University regulations governing residential classification of students are set forth in detail in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." Each enrolled student is responsible for knowing the contents of this manual. Students who are interested in referring to this manual can do so by going to the undergraduate Admissions Office, Dean of Students Office, or Registrar's Office.

Applications for Residence and Tuition Status can be obtained from the Admissions Office, Dean of Students Office, or Registrar's Office. After completing the application, the student must turn it in to the Registrar's Office.

ACADEMIC HONOR CODE

The University of North Carolina at Wilmington is committed to the proposition that the pursuit of truth requires the presence of honesty among all involved. It is therefore this institution's stated policy that no form of dishonesty among its faculty or students will be tolerated. Although all members of the University community are encouraged to report occurrences of dishonesty, each individual is principally responsible for his or her own honesty. The following definitions and procedures are provided in the interest of helping all to realize the high value that is placed on academic integrity and the means that will be employed to ensure its preservation.

I. Academic Dishonesty Offenses

Many forms of academic dishonesty are too obvious to require definition. Cheating on tests, providing or receiving

unauthorized assistance, tampering with grades and records, stealing exams, and other similar misdeeds are patently dishonest and need no further discussion.

There is, however, one offense that has not always been subjected to the full disapproval it deserves, and that is plagiarism. Therefore the following description is provided so that the policy of this institution is clear.

Plagiarism is the act of taking the work of someone else and passing it off as one's own. It is doubly unethical, since it deprives the true author of his rightful credit and then gives that credit to one to whom it is not due. It is thus a form of thievery as well as fraud, and is totally out of place in an institution of higher learning.

Since in stealing the work of another, one can use it in different ways, there are different kinds of plagiarism. The following three kinds are described by Harold C. Martin and Richard M. Ohmann in their book, *The Logic and Rhetoric of Exposition* (1963):

- A. Word-for-word copying. Whenever someone is directly quoted, honesty and courtesy require acknowledgement of the source. The text should be placed in quotation marks and its exact location should be indicated, either in the text itself or in a footnote.
- B. The mosaic. To intersperse a few words of one's own here and there while basically copying the work of another is obviously unethical, unless one clearly acknowledges that this is being done. Should there be a valid reason for doing so then quotation marks or a general footnote should be used to show what belongs to the source and what is one's own contribution.
- C. The paraphrase. Once more the crucial point is acknowledgement. Sometimes one can paraphrase in order to simplify, abbreviate, or improve upon an original, but the reader deserves to know what is being presented to him and whose work it represents. Therefore, acknowledgement of the source is required within the text or by a footnote.

In summary, the stated policy of the University of North Carolina at Wilmington on all these forms of plagiarism is clear: conscious use of sources is always to be acknowledged.

II. Judicial System

In order to enforce the policy of academic integrity, a mechanism for handling violations is provided. To ensure justice and protect individual rights, a two-court system is employed.

A. Academic Court

The Academic Court consists of two students (elected by the Student Senate), two faculty members (appointed by the chancellor for one-year terms following recommendation by the Steering Committee of the Faculty Senate), and the vice chancellor for student affairs, who presides over this court.

An attorney general and a defense attorney are

appointed by the president of the SGA. A defendant may choose his own defense attorney, as long as the person selected is not a member of the court system.

B. Court of Appeals

The Court of Appeals is composed of the appropriate academic dean, the dean of students, the chairman of the faculty, the president of the SGA, and the president of the senior class. The appropriate academic dean presides over this court.

C. General Court Rules

1. No individual can serve as a member of both of these courts.
2. The presiding officer of each court is responsible for maintaining records of each proceeding. The records are filed in the Student Affairs Office.
3. The courts shall ensure the right of due process and fair hearing to every defendant, including the presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against him, and the right to advice and assistance in his own defense.
4. The presiding officer will appoint replacements in cases of conflict of interest or unavoidable absence.
5. The five judges decide by majority vote on the innocence or guilt of the defendant, and also on the suggested penalty.
6. The defendant may appeal a decision of the Academic Court to the Court of Appeals. If he or she is found innocent by either of these courts, the case is at that point automatically closed, and the student is cleared unless additional evidence is disclosed.
7. Appeal by the plaintiff may be heard in the Court of Appeals only if the presiding officer of that court agrees that sufficient new evidence is available to warrant a new trial.

III. Judicial Procedure

- A. Out-of-court Settlement. When an instructor suspects a student of academic dishonesty, the first avenue of resolution may be private. If the penalty proposed by the instructor is acceptable to the student, the incident can be dropped. The instructor must, however, be sure the student is aware of his or her option to go through the courts. The instructor may let the court decide the case, at his or her discretion.

B. Initiating Court Action

1. The Student Attorney General is contacted by either party. He is then responsible for gathering data pertinent to the case.

2. After meeting with both parties, the Attorney General determines a mutually agreeable date for the appearance before the Academic Court.
3. The defendant must be allowed a reasonable time to prepare his defense. However, all cases should be handled expeditiously so that court proceedings should be underway within two weeks of the initial charge.

C. Suggested Penalties for Proven Offenses

1. If the court finds a student innocent of the charge, the instructor involved must acknowledge the student's legal innocence and ensure fair treatment of the student.
2. If the defendant is found guilty of the charge, the court suggests a penalty, considering all circumstances in the case. Either failure in the course or suspension for the remainder of the semester is generally appropriate for an offense of academic dishonesty.

D. Implementation

1. Following settlement of a case, notification of the outcome of the case and the suggested penalty, if appropriate, is sent to the defendant, the faculty member involved, the appropriate dean, and the chancellor. A copy of this notification is placed on file in the Student Affairs Office along with other records of the proceedings.
2. The authority to determine the course grade resides with the instructor, subject to the existing grade appeal process.
3. The authority to suspend or expel resides with the chancellor.

ACADEMIC REGULATIONS—GRADUATE STUDENTS

Graduate students should refer to the graduate studies section of the University catalog for policies and procedures.

STUDENT GRIEVANCE POLICY

Any student who believes that he or she has a legitimate grievance against another student or University employee may seek resolution of that grievance through the student grievance procedure. (See Appendix.)

Student Life

STUDENT GOVERNMENT ASSOCIATION

Being the heart of student life here at UNCW, Student Government works to voice student opinions on all decisions concerning the University. We do this by expressing student needs and feelings through the administration of student media, clubs and organizations and most of all the student Senate. In addition, the administration of UNCW gathers valuable input and communicates its plans to the students by giving us an active role on all levels of operation at the University.

Student Government is modeled after state and federal governments with democracy as the focal point. Executive officers are elected by the student body each spring, and legislative representatives are elected from each class and at large, in the fall and spring. There is also a full judicial branch of SGA, too, whose members are elected and appointed by the students.

Those interested in club and organization information, student concerns, opportunities to serve on advisory committees and boards, can come by the Student Government Office Monday through Friday from eight to four. Senate meetings are held on Thursday nights in the Chemistry/Physics Building room 114 at 6 p.m. sharp. All are encouraged to participate.

UNIVERSITY UNION

The University Union exists because UNCW believes learning is not confined to the classroom, but instead is a constant and ongoing process. The mission of the Union is to facilitate this process by providing a wide range of services, programs, and resources. Explanations of these follow.

Student Activities Office

Through the assistant director for student activities, the Union works to expand and complement the student's classroom education by providing support to the forty-plus student organizations, fraternities, and sororities that are officially recognized on our campus. Leadership development programs, activity programming, contract negotiation, university policy and procedure explanations, budget preparation, and organization development are examples of the areas in which the assistant director provides expertise. The Channel Marker and *Orientation News* newspaper originate in this office, and comprehensive material pertaining to all areas of student activities is available. Students are encouraged to use these resources and the other services of this office whenever needed.

University Program Board

The University Program Board is five committees composed of highly energetic, creative students dedicated to the task of bringing quality entertainment to UNCW. The

board is designed to streamline the method of programming and coordinate student efforts to offer a broad range of cultural, entertaining and social activities.

UPB programming includes films, lectures, concerts, dances, coffeehouses, live performances, fine arts programs and many special events.

Events that the UPB has sponsored in the past include a rip-roaring Halloween Dance, the legendary Block Party, and the incredible Seaside Jam—a day-long event of fun, sun and good music, as well as a benefit for the Save The Whales Campaign.

The UPB experience includes planning and producing each event. To become part of the effort, students are invited to join one or more of the UPB committees: Concert, Special Events, Half Moon Productions (Coffeehouse), Arts and Lectures, and Minority Arts. Information concerning either the University Program Board or Student Activities can be obtained in the Student Activities Office, Room 202, University Union.

If you are unable to join the organization, but still are concerned about student programming, feel free to contact one of the UPB committee members by calling 395-3797. The UPB is always glad to listen to your ideas.

Organizations

A variety of social, academic, and service organizations enhance student life at the University of North Carolina at Wilmington. National sororities and fraternities on campus recognize students for their leadership and service. Several departments in the University have locally and nationally organized groups to stimulate interest in specific areas and to develop professional attitudes. A representative listing follows:

Fraternities and Sororities

Professional Fraternities

Alpha Kappa Delta (honorary)
Phi Beta Lambda
Psi Chi (honorary)
Sigma Alpha Beta
Sigma Pi Sigma (honorary)

Service Fraternity

Alpha Phi Omega

Social Fraternities

Alpha Phi Alpha
Chi Phi
Delta Tau Delta
Kappa Alpha Psi
Kappa Sigma
Omega Psi Phi
Pi Kappa Phi
Sigma Alpha Epsilon
Tau Kappa Epsilon

Social Sororities

Alpha Delta Pi
Alpha Lambda Omega
Delta Sigma Theta
Delta Zeta

Organizations

Art Guild
Atlantis
B. Frank Hall Philosophy and Religion Society
BACCHUS
Biology Club
Black Student Union
Campus Christian Fellowship
Chemistry Club
Circle K
College Republicans
Color Guard (ROTC)
Communications Club
Concert Choir
Criminal Justice Club
Earth Science Club
English Club
Fledgling
Foram
Football Club
Gospel Choir
Math Club
NAACP
National Organization for Women (NOW)
National Scholastic Surfing Association
North Carolina Student Legislature (NCSL)
Psychology Club
Racquetball Club
Rangers Club (ROTC)
Recreation Majors Club
Seahawk
Social Workers Club
Society of Physics Students
Student North Carolina Association of Educators
Ten Pin Club
UNCW Debate Club
UNCW Historical Society
UNCW Sailing Club
UNCW Skihawks
UNCW Young Democrats
University Theatre
University Program Board
Video Network

UNIVERSITY THEATRE

The University Theatre is an educational theatre dedicated to the creative advancement of the dramatic arts. Four major plays are presented during the academic year with experimental work produced on demand.

The University Theatre provides a place for students to expand their theatrical curiosity of the educational, recreational

and experimental outlets indigenous to the theatre, onstage, backstage and before the stage.

For information concerning auditions and performance, contact the Division of Drama of the Department of Creative Arts.

UNIVERSITY READERS THEATRE

The University Readers Theatre offers students an opportunity to participate in the group performance of literature. Readers experience the imaginative process of bringing literature to life, from short stories and novels to poetry and drama.

For information concerning auditions and performances, contact Carole Tallant, Division of Speech Communication, Department of Creative Arts.

INSTRUMENTAL ENSEMBLES

The University Pep Band is open to all students and plays for most home basketball games. Credit for performance in this ensemble is available. Contact Harry McLamb, Division of Music, Department of Creative Arts, for further information.

The UNCW Wind Ensemble is organized each semester to provide instrumental music experience for students who want it. Membership is open to any student who has had instrumental experience, with the approval of the director, and participants may earn credit. Participation by non-music majors may be supplemented by private lessons, also for credit. The University Wind Ensemble presents concerts each year and participates in the stage productions of the Creative Arts Department.

The UNCW Jazz Ensembles program consists of a large ensemble and smaller ensembles. The large ensemble performs contemporary big band music while the smaller groups perform jazz-fusion and/or mainstream jazz. The UNCW Jazz Ensembles perform several concerts on and off campus each semester. Development of performance in the jazz idiom is stressed. These groups are open to any student who has had instrumental experience and the approval of the instructor. Auditions for each group are held at the beginning of each semester. Further information may be obtained from Frank Bongiorno, Department of Creative Arts-Music Division.

VOCAL ENSEMBLES

The UNCW Concert Choir is organized each semester to provide vocal musical experience for students who desire it. Membership is open to any student in the University with the approval of the director, and any participant may earn credit. Participation of non-music majors may be supplemented by private lessons, also for credit.

The University Concert Choir and its small ensemble, the Chamber Singers, regularly provide music for University functions, appear on radio and television, and act as ambassadors from the University at a wide spectrum of com-

munity functions. In 1982, the Chamber Singers performed at the World's Fair.

UNCW/COMMUNITY ORCHESTRA

The UNCW/Community Orchestra gives citizens as well as students the opportunity to use their musical talents in a cooperative endeavor. Four concerts are given during the school year. Rehearsals are held each Tuesday from 7:30 p.m. to 9:30 p.m. UNCW students receive one credit hour per semester. Interested students should contact Dr. Richard Deas in Kenan Hall, Room 116.

PUBLICATIONS

Atlantis

Atlantis, the UNCW student literary-art magazine is published twice a year. *Atlantis* is written, edited and designed by UNCW students. The magazine is sponsored by the English department and its creative writing program and funded by the SGA. Students are invited to submit poetry, short stories, and art to the *Atlantis* office and to apply for positions on the staff. The literary-art magazine aims to discover the creative talents of UNCW students.

Fledgling

Each year a staff of students at UNCW works to compile an accurate and meaningful account of life on campus. The publication is known as the *Fledgling* and is distributed in the spring.

The staff tries to capture in pictures and words everything that happens, trying to represent and recognize every student in some way. Any interested student is eagerly welcomed to the *Fledgling* staff.

Foram

Foram is a biannual journal of undergraduate research of all the sciences at UNCW, from computer science to marine science to psychology. *Foram* is a student-oriented journal, intended to inform students of current research on campus and to provide students with a practical experience in submitting papers for publication. *Foram* is edited and written by undergraduate students. Any interested students may submit papers.

Seahawk

The regular weekly newspaper of the students of UNCW, The *Seahawk*, is a vital voice of University activities. It provides a forum for the expression of ideas, thoughts and open, honest communication. The staff is open to anyone who wishes to work as an editor, reporter, columnist, typist, artist, photographer or layout specialist. In addition to furnishing news articles, features and editorials for interest and entertainment, the *Seahawk* provides such services as free classified ads to those within the University community. The staff invites any interested person to visit the office located in the University Union.

Catalogues

Students are given one catalogue at the beginning of each academic year. After that, if the catalogue is lost, a copy may be purchased from the bookstore for a nominal fee.

ALCOHOL AWARENESS TASK FORCE

The UNCW Alcohol Awareness Task Force, a group of student, faculty, staff and community volunteers, studies alcohol use on campus, provides information about the effects of alcohol, and encourages deliberate and responsible decision-making about alcohol use.

Information sessions about decision-making, safe drinking attitudes, legal responsibilities, party planning, and University regulations are available to students, clubs, organizations and residence life groups. Students who want more information about these services should contact the Dean of Students Office, Alderman 110.

BOOST ALCOHOL CONSCIOUSNESS CONCERNING THE HEALTH OF UNIVERSITY STUDENTS (BACCHUS)

BACCHUS is a student group that promotes the responsible use and non-use of alcohol. The stated purpose of BACCHUS is to:

- Encourage responsible drinking behavior within the campus community.

- Work to alleviate problems of alcohol abuse and educate and inform students, faculty and administrators of alcohol use and abuse.

- Facilitate alcohol-related research.

- Increase student awareness of healthy alternatives to alcohol abuse.

- Enhance communication within the campus community regarding alcohol-related matters.

BACCHUS does not find it necessary to condemn alcohol or drinking in order to deal with the harmful misuse of alcohol. Instead, it recognizes the important and positive role school has played in social and religious activities.

BACCHUS is students helping students understand alcohol and its use and non-use.

NON-TRADITIONAL STUDENTS

The term "non-traditional" refers to students over 23 years of age who have returned to an academic setting after an absence and who have job and/or family responsibilities. Approximately one-fourth of the student body meets these criteria.

Non-traditional students are encouraged to become active in every aspect of campus life. In an effort to meet the needs of these students, the University has designated the Associate Dean of Students in Alderman 110 as the contact person.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

Who's Who recognizes students whose academic standing, participation in extracurricular activities and community service are decidedly above average. A student may be nominated once as a junior, once as a senior, and once as a graduate student. Nominations may be submitted by faculty, staff, and/or students between September 5 and October 4. Applications for nominees are available in the Dean of Students Office, 110 Alderman Hall.

In order to be nominated at UNCW, a student must have a 2.5 cumulative grade point average and a minimum of 59 semester hours prior to the beginning of fall semester.

INTRAMURALS

Objectives of the Intramural Program

The Intramural Office conducts a program of varied activities to provide students with the opportunity to participate in organized individual and team sports. The program does not require the intense training and high degree of skill associated with varsity athletics. An individual's playing ability is not considered as important as the desire to enter into the true spirit of competition and good sportsmanship.

The intramural program will attempt to contribute to the student's overall educational experiences by providing:

1. Organic vigor, strength, endurance, and emotional readiness through competition in enjoyable activities that relieve tension and encourage companionship.
2. An opportunity to participate individually or on a team in a wholesome program.
3. An opportunity to participate in activities which will carry over into later life.
4. An opportunity for the development of sportsmanship and a respect for the will of others.

How to Enter Intramural Activity

Steps to Follow to Organize a Team

1. Check IM bulletin boards for: (a) yearly calendar; (b) biweekly calendar; (c) entry deadlines; (d) starting dates. Check activity information sheets which precede each activity for exact dates. Check the moving message board in the cafeteria.

2. For all activities, get entry blanks from the IM office.
3. Check on the eligibility of your team personnel.
4. List the names of your team members on the entry form. List a phone number for the manager.
5. Return the completed entry form personally to the IM office on or before the designated entry deadline. Entry forms will not be accepted through the mail.

6. If you do not wish to organize a team, but wish to play on one, contact the IM office.

Mandatory Team Captain's Meeting (Most activities have required meetings)

1. Season schedules, rules, and other necessary information are distributed.
2. Teams not represented at the team captain's meeting will not be eligible for competition. The representative must be the team captain or a member of the team and his or her name must appear on the roster.
3. Dates for meetings will be distributed on activity information sheets and bulletin boards.

Policy

When an individual participates on an intercollegiate team (varsity or junior varsity) through the first team cut, he or she forfeits the right to intramural participation in that sport, and closely related sports (i.e. basketball, free throws, one-on-one, three-on-three) for the remainder of the current academic year and the following academic year. Following the "lay out" year the individual may re-enter the "intramural ranks" with no restrictions.

The student is responsible for medical expenses incurred as a result of any injury during an intramural activity.

Sportsmanship

A part of the philosophy of the intramural program is that good sportsmanship is vital to the conduct of every contest. To encourage proper conduct during games, officials, supervisors, and administrative personnel shall make decisions to warn, penalize, or eject players or teams for poor sportsmanship. These decisions are final. The University Intramural Advisory Committee will rule on further penalties for unsportsmanlike conduct. The following are considered to be evidence of unsportsmanlike conduct:

Profanity.

Unnecessary delay of game.

Striking or shoving an opponent (automatic ejection from the game).

Arguing with officials concerning decisions (discussion is allowed as long as it is done in a mature manner by the team captain only).

Derogatory and abusive remarks toward an opponent, official, or spectator.

Any action which is intended to physically injure an opponent.

Any action which shows disregard for the rules or policies of the intramural program.

Divisions of Intramural Competition

All activities provided by the IM Department can have three divisions: men's, women's, and co-rec. The number of divisions is determined by the number of entries.

Awards

Certificates are awarded to league champions and runners-up and to overall champions and runners-up.

VARSITY CHEERLEADERS

Cheerleaders are chosen at the beginning of the fall semester and tryouts are open to all students. Those selected represent the University at both home and away games for all major sports.

ATHLETICS

The University holds membership in the National Collegiate Athletic Association. There are eight intercollegiate teams fielded for men and seven for women as shown below.

Men's varsity sports include soccer, basketball, tennis, golf, baseball, swimming, cross-country, and water polo.

Women's varsity sports include volleyball, basketball, tennis, golf, softball, swimming and cross-country.

A tryout period for each varsity sport is held for students interested in participating.

TENNIS COURTS

The tennis courts, located beside Hanover Hall Gymnasium and behind Galloway Hall, are available for all students, faculty and staff. A valid ID is required. Courts are generally open from 3 to 9 p.m. or at any time there are not physical education classes scheduled.

EXERCISE AND TRAINING FACILITIES

The weight training and exercise facilities of Trask Coliseum

are available throughout the day to members of the University community. Consult the management of Trask for rules and regulations governing use of these facilities.

SWIMMING AND DIVING

The pool facilities of Trask Coliseum are available to students, faculty and staff at various hours of the day. Free swim hours are posted, and a diving tank is also available. Check pool regulations before using the facilities to assure you have the proper gear and attire.

Check bulletin boards in pool area for updates and time changes in free swim hours.

HANDBALL AND RACQUETBALL

The handball and racquetball courts are available for student use during non-class hours. Courts must be reserved prior to use on the same day you wish to play. Equipment is provided for your use when you present a valid ID to the attendant.

BASKETBALL AND VOLLEYBALL COURTS

In the afternoon and evening during non-class hours, students can use the basketball and volleyball courts in Hanover Hall Gymnasium. Time for court use fluctuates depending on intramural sports schedules.

Residence Life

RESIDENCE LIFE OFFICE

The Office of Residence Life strives to provide a diverse and meaningful experience on the UNCW campus outside the classroom. The residence hall program facilitates the growth and development of each resident through positive experiences in group-living, self-discipline and decision-making.

The residence life staff coordinates social, educational and recreational programming for a more well-rounded student. Members of the residence life staff, in cooperation with all areas of the University community, work in advising, discipline and general operation of each residence facility.

COORDINATOR FOR RESIDENCE LIFE

The coordinator has primary responsibility for supervising and coordinating all aspects of student life in the University residence life program. These responsibilities include training and supervising staff, coordinating resi-

dence education programming, and monitoring student behavior in the residence halls and apartments.

AREA COORDINATORS FOR RESIDENCE LIFE

The two area coordinators are full-time professionals with master's degrees in counseling, behavioral sciences or student personnel. These individuals are responsible for the supervision of their respective areas and report to the coordinator for residence life.

RESIDENT DIRECTOR

The resident director is an upperclassman assigned to a specific residence hall and supervised by the area coordinator. The resident director implements programming, advising and referral of students, enforces residence hall policy and general operation of his or her respective buildings. The director supervises the resident assistants in their building.

APARTMENT MANAGERS

The apartment manager and assistant manager are in charge of programming, advising, discipline and general operation of the University apartment complex. The manager resides in Building M within the complex.

The manager strives to implement programming to meet the needs of the apartment residents and to coincide with Residence Life Program goals. The manager supervises the resident assistants living in the apartment area.

RESIDENT ASSISTANTS

A resident assistant is assigned to each floor in the residence hall and in certain apartment buildings. His or her responsibilities include advising, discipline, programming, and operation of the residence hall or apartment complex. Resident assistants in both areas coordinate monthly health inspections, initiate maintenance reports and monitor their respective areas. Resident assistants have working knowledge of the University, enabling them to mediate, assist, advise, and be a liaison between students and other members of the campus community.

RESIDENCE LIFE ASSOCIATION

The Residence Life Association supplements programming in the residence life area. The association promotes better communication and representation of residents' opinions. It is the intent of the Residence Life Association to encourage participation and thus a better living/learning experience in residence life on campus. The Residence Life Association consists of representatives from each residence hall and apartment unit.

HOUSEKEEPING STAFF

The housekeeping staff is responsible for the general cleanliness of the residence halls, a task done only with the cooperation of the students. Although students are responsible for the cleanliness of their rooms, the housekeepers clean hallways, bathrooms and lounges on a daily basis. However, it is not the responsibility of the housekeepers to pick up after students, so it is important that students aid housekeeping by emptying their own trash cans, cleaning up their own messes, and not cluttering public areas with their personal belongings.

FACILITIES

The University operates four residence halls (Galloway Hall, Belk Hall, Hewlett Hall and Hall '79) with facilities for approximately 500 men and 500 women. Each residence hall is supervised by a resident director and resident assistants whose primary duties are to help the students on their floors adjust to University living. In addition, the University operates an apartment complex with facilities for approximately 200 men and 200 women.

CONTRACT AND FEES

The agreement to live on campus constitutes a contract that (1) the student resides on campus for the entire academic year, (2) the student selects a dining plan, (3) the student abides by all rules and regulations of the University as printed in this Student Handbook.

The student may cancel the agreement, without forfeiture of deposit, by written notification to the Housing Office by the published refund deadline date. No refund of room charges will be made once the student has officially checked in. However, a pro-rata refund of only the dining portion of the charges will be made to students who officially withdraw from the University. When space allows, double rooms may be occupied privately for \$100.00 over the regular room rate. At the beginning of each semester, students who did not request private rooms, but find themselves without a roommate due to cancellation or withdrawal, will be given the option to consolidate by moving or be assessed the private room fee. Students entering into this housing agreement in the fall semester are liable for the room charges for the fall and spring semesters. Students may be released from the annual agreement without forfeiture of second semester room charges in the following cases: (1) withdrawal from the University, (2) proof of legal marriage, (3) proof of transfer to another university, or (4) graduation.

Automatic termination of housing and dining agreement will result whenever a student becomes academically ineligible to return to the University. Students who have corrected their ineligibility status and wish to live in the residence halls or apartments must reapply for a housing and dining agreement.

EXPENSES

Two room and board plans are available for residence hall students. The rates per semester are:

Room and Board Plan "A" (15 meals per week) \$1045.00

Room and Board Plan "B" (21 meals per week) \$1070.00

Three room and board plans are available for apartment students. The rates per semester are:

Room and Board Plan "A" (15 meals per week) \$1157.50

Room and Board Plan "B" (21 meals per week) \$1182.50

Room and Board Plan "C" (10 meals per week) \$1132.50

Residence halls are furnished with closet, chest of drawers, twin bed, desk and chair. All apartments are furnished with oven/range, refrigerator, dining table and lounge furniture. Each apartment bedroom is furnished with twin bed, chest, wardrobe, desk and chair. Decorative venetian blinds are provided on each bedroom window. Draperies are not needed.

Students may bring their own linens or use the linen service which furnishes two sheets, pillowcase, two towels, and a wash cloth on a weekly basis for a nominal charge.

REFRIGERATORS

Because of high energy consumption and lack of space, only small portable (2 cubic foot) refrigerators are allowed in the residence halls. Students desiring to rent a 2-cubic-foot refrigerator should contact the Housing Office for rental information. Students using their own refrigerators must register them with the Housing Office upon check-in at the residence halls. A \$10.00 annual utility fee will be charged for each privately owned unit.

CABLE TV HOOK-UP

Selected suite rooms in Belk, Hall '79 and Hewlett have been provided with cable TV outlets. Use of these outlets requires an adapter cable. The adapter cable is available from the Housing Office at no charge. However, any student not returning the adapter at check-out will be charged a \$10.00 replacement fee.

Occasionally, students prefer to use TV sets in their bedrooms rather than the suite rooms. This practice is authorized *provided* all extension cables, Y-adapters, etc. are designed for cable TV use, and *provided* these modifications do not cause interference on the cable TV lines.

ELECTRICAL APPLIANCES

The electrical system is not designed to carry heavy overloads of electrical equipment. The maximum capacity assigned to each room is 1,000 watts. No single appliance which exceeds 700 watts may be used. This allows for the use of most thermostatically controlled coffee pots and popcorn poppers. Hair dryers, electric shavers, radios and TVs are also allowed. As a matter of safety, open-coil appliances are not allowed.

APARTMENT UTILITIES

Each apartment is metered for electrical usage, and the students residing in the apartment are responsible for monthly electrical service. Monthly electrical service is estimated to cost between \$20.00 and \$30.00 per student. The charge for electrical usage during the month of May will be billed to the University. The University will pay the May bill from each student's room payment; however, any carry-over electrical charges prior to the May bill will be the responsibility of the individual students.

Thermostats must be set at 55 to 60 degrees during Christmas break in order to avoid broken pipes and water damage to apartments and students' personal belongings. Damage resulting from the failure to adhere to this policy will not be the responsibility of the University.

MAIL SERVICE

Mail is delivered to the University Post Office in the University Union. Each student will be assigned a mail box in the University Union by University Postal Services. Students will be notified prior to their arrival on campus of their

post office box number.

When you check-out of the residence halls or apartments, you must complete a forwarding address card at the University Post Office so that mail can be forwarded.

IDENTIFICATION CARDS AND MEAL TICKETS

Each student living on campus will be issued a student identification card and a meal ticket. It is very important to keep these items in your possession, or in a safe place at all times, because of the need to identify yourself as an enrolled student at the University and to present to the line attendant in the cafeteria for admittance. If lost, it will cost \$3.00 to get a new ID card (Student Activities Office/University Union), and \$7.50 to replace the meal card (Cafeteria Office).

VENDING MACHINES

Vending machines are located on the first floor of each residence hall and in Building "M" in the apartments. Occasionally, these machines will malfunction. If this happens, notify the work-study student on duty or the resident director and your money will be refunded.

Vending machines that are abused will be removed from the residence life area.

WASHERS AND DRYERS

Washers and dryers are located on each floor of the residence halls and in Building "M" in the apartments. The machines are coin operated. If they malfunction, you should notify the work-study student or resident director/apartment manager. Lost money will be refunded.

ATHLETIC AND RECREATIONAL EQUIPMENT

Each residence hall and apartment office has a limited amount of recreational equipment (i.e., cards, board games, outdoor equipment) that may be checked out by residents. To check-out the equipment, the resident will be required to present an ID card and assume personal responsibility for replacing lost or damaged equipment.

CHANGE MACHINES

A change machine is available in the Housing Office in Belk Hall, Monday through Friday from 8:00 a.m.—5:00 p.m.

A change machine is available in the Belk Hall RA office, Galloway Hall RA office and apartment manager's office during scheduled office hours.

TELEPHONES

Pay telephones are available on the following floors of the residence halls:

Galloway Hall		Belk Hall	
1st floor	791-9960	1st floor	799-9957
1st floor	791-9961	1st floor	799-9960
2nd floor	791-9935	Hewlett Hall	
3rd floor	791-9843	1st floor	799-9972
4th floor	791-9829	1st floor	799-9973
5th floor	791-9934	Hall '79	
6th floor	791-9922	1st floor	791-9877
		1st floor	791-9800

Students may sign up for individual telephone service through Southern Bell Telephone Company.

KEY LOSS

Report a lost room key immediately to your RA, resident director or apartment manager. Students who lose their room keys will be charged \$10.00 to recombine the room lock. Locks will be recombined within 24 hours and new keys issued to room occupants. Students who fail to return their room keys at check-out will be charged a \$10.00 replacement fee.

Students who require entrance to their room and do not have their key should contact the on-duty residence life staff member. The residence life staff member will require student identification, collect and receipt a \$1.00 entrance fee, and unlock the door.

RESIDENCE LIFE POLICIES

The primary responsibility of our residence life program is to maintain an atmosphere conducive to the pursuit of academic goals and personal growth. Within this context, it is important to recognize the effect of the density factor in the residence life setting, which creates a special need to be aware of how one's individual actions can easily influence the environment of the floor, and thus, have a direct effect on a group of students. In light of these conditions, the following policies have been established.

ALCOHOLIC BEVERAGES

Although consumption of alcoholic beverages is not encouraged by the University, students are permitted to drink in their rooms provided that they comply with state laws pertaining to alcoholic beverages.

There are to be no kegs of beer or other large quantities of the beverage in the student's room or elsewhere in the residence halls or apartment, except during official residence life functions.

Alcoholic beverages may not be consumed in the lounges, hallways, balconies or other public areas without express approval from the Residence Life Office. See your residence life staff member or resident director if you have any questions regarding the state law on alcoholic beverages or refer to the appendix.

DRUGS

In view of the nationwide discussion on the use of drugs and narcotics on college and university campuses, the University of North Carolina at Wilmington has adopted a clearcut policy with regard to the use of drugs.

The use, possession, sale and/or distribution of such products as marijuana, LSD, barbiturates, amphetamines, etc., are strictly prohibited, and the University is prepared to take disciplinary action up to and including dismissal of students involved in such practices. Furthermore, because violation of federal and state laws is involved, the University has an obligation to report any information concerning such practices to proper authorities. See Appendix.

DRUG PARAPHERNALIA

It is unlawful for any person to knowingly use, or to possess with intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, package, repackage, store, contain, or conceal a controlled substance which it would be unlawful to possess, or to inject, ingest, inhale, or otherwise introduce into the body.

ROOM DAMAGES

When a student checks into an assigned room, he or she accepts responsibility for its condition and fills out the inventory in the "check-in" form, which becomes a record for the condition of the room when he or she assumed occupancy. This record is compared to the condition of the room at checkout time, and any discrepancies become the financial responsibility of the student. Therefore, to protect yourself, be sure to complete your check-in/check-out forms carefully. Failure to turn them in leaves us with no alternative but to assume that the room was in perfect condition when you checked in.

If the room or its furnishings, including the room door, are damaged, the cost will be billed equally to the occupants of the room/apartment, unless those individuals responsible for the damage are identified.

Tape marks, glue, self-adhesive plastic hooks on varnished or painted surfaces, as well as nails and screws in these same surfaces, cause damages.

The Residence Life Office will charge the occupants of a room for any restorative service, i.e., tape removal, wall washing and/or painting, surface refinishing of room doors, desk and dresser tops, bookshelves, closets, etc.

Since windows are part of your room, you are responsible for them also. They are very expensive to replace. Just as you would be responsible for replacing a broken window in your home, you will have to pay for any broken windows in your room unless other responsible persons can be identified.

At the end of the spring semester, the residence life staff inspects each student's room. Anything needing repair or replacement will be charged as damaged unless normal wear seems to be the cause. The charge will be divided equally among the last occupants of the room.

COMMON AREA DAMAGES

There are also occasions when damages occur in the common area of the floor or building, where individual responsibility is difficult to determine. In these situations, students and staff will work together to determine the nearest source of responsibility. Initially, the amount of such damages will be deducted from the residence life educational program fund until retribution is received from the person or group responsible.

VISITATION

Visitation involving members of the opposite sex is permitted during certain specified hours. These hours will be posted in the lobby areas of each residence hall and in the apartment office. It will be the responsibility of each visitor to know the visitation hours.

Sunday through Thursday - 11:30 a.m. until 11:30 p.m.
Friday and Saturday - 11:30 a.m. until 2:00 a.m.

Visitors should be escorted by residents of the building. Upon request, an unescorted visitor must provide positive identification and confirm his or her destination.

PETS

Because of public health regulations, pets are not allowed in the residence halls or apartments. This includes, but is not limited to, dogs, cats, birds, hamsters, mice, snakes, and other rodents. Fish in aquariums are permitted as long as the tank does not exceed 20 gallons and is kept in a sanitary condition.

SOLICITATION

Residence halls and/or apartments may not be used to raise money for any individual or organization other than an officially recognized campus organization (either faculty, staff, or student). Anyone not connected with the residence halls or apartments who does not have proper identification and authorization may be cited for trespassing. Authorization must come from the Dean of Students.

Any organization posting advertising in the residence life area must restrict the posting to designated bulletin boards only. Any advertisements placed on windows, walls or under doors will be removed and the organization contacted by the Residence Life Office.

WINDOWS

The windows in the residence life area are blocked, permitting them to open only six inches. The main reasons for initiating the policy were to conserve energy, to maintain safety (personal as well as property), and to deter objects being thrown out of the windows. The University is sensitive to the heating and air-conditioning needs of our students and will respond to these needs immediately.

FIREARMS AND FIREWORKS

Firearms, ammunition, fireworks, gasoline, and other combustible or explosive materials are not permitted in the residence halls or apartments. It is a violation of state law to possess weapons of any kind on campus.

Any students caught throwing fireworks from a residence hall or apartment window will be referred for disciplinary action along with a recommendation that their housing agreement be cancelled.

BICYCLES

Bicycles are required to be registered with the Campus Police. There is no charge for registration. Bike racks are available for each building. Bikes must not be secured to trees, street signs, buildings, hand railings, handicapped ramps, or otherwise parked or secured in any manner which presents a safety hazard or causes damage. Violation of rules concerning bikes may result in confiscation of the bike by Campus Police.

BEHAVIOR

All resident students, non-resident students, and guests of resident students are expected to abide by all University rules and regulations and state and federal laws.

The following are examples of violations of residence hall policies which will result in the referral of the accused violator(s) to the appropriate University officials and/or the University judicial system.

1. Habitual misconduct.
2. Any form of physical or verbal threats levied against other students or staff members, including resident assistants.
3. Violation of visitation as outlined in this handbook or posted in the residence halls/apartments.
4. Tampering with, destroying, defacing or removing public property within the residence halls. This includes furniture, doors, screens, walls, elevator, vending machines, ceiling tiles, games, etc.
5. Participation in water fights, shaving cream fights, etc.
6. Destroying or tampering with fire alarms and/or other fire-fighting or emergency equipment.
7. Creating excessive noise or participating in general disruptive behavior.
8. Throwing objects from the windows of residence halls/apartments.
9. Undermining the security of hall residents and property, e.g., intentionally leaving end doors of hallways propped open.
10. Fighting or other disruptive behavior.
11. Cooking in residence hall rooms.

DISCIPLINE

The disciplinary process in the residence life area is usually initiated by the residence life staff when a resident is found in violation of University regulations. The student's

case may be handled by the resident director or referred to the Residence Life Judicial Board. The Judicial Board is comprised of seven residence life students who have received extensive training in the judicial process. The Judicial Board hears all referred cases and decides on sanctions for the student under the advisement of the area coordinator.

CAMPUS POLICE

The Campus Police Office is located in the southwest corner of the warehouse building at the intersection of Riegel Road and F Street. If you are the victim of a crime, threatened with harm, or know of any emergency affecting the safety of residents or property of the University, call the Campus Police immediately at 395-3184. For extreme emergencies dial 911 and ask for the UNCW Police when the operator answers.

EMERGENCY TELEPHONES

New Hanover County utilizes the 911 Emergency Telephone System. There are pay telephone stations located throughout the campus. If you need police, fire, or medical assistance, dial 911 from any pay phone or from your room. Each pay phone has an emergency location number posted. Be sure to tell the operator your location and nature of the emergency. No coin is required for the pay stations.

FIRE AND EMERGENCY EQUIPMENT

Fire alarms as well as fire extinguishers and fire hoses are located on each floor of the residence halls. If abused, this equipment will not function in the event of a fire, endangering the lives of many people. For this reason, if anyone is found tampering with or improperly using alarms, extinguishers or hoses, disciplinary and/or legal action will be taken. Pulling a false fire alarm, for example, could result in removal from the residence halls and/or a \$500 fine and/or 6 months in jail. Tampering with this equipment will be dealt with severely.

EVACUATION PROCEDURES

1. If a fire alarm sounds, evacuate the building.
2. If there is smoke in your room, keep low to the floor.
3. Crawl to your window and open it a few inches to let in fresh air.
4. If your room is clear of smoke, touch your door before opening. If it is hot, do not open! Stay in your room, and wait for emergency personnel to reach you. Hang a sheet from your window to identify your location. If smoke is entering the room, stuff all openings with towel, etc.
5. If evacuating, take a coat, wear shoes and carry a towel to protect your face and hair from smoke and fire. Close your windows, turn out the lights, and shut and lock your door. Do not stop for personal belongings.
6. Once in the corridor, head quickly but without panic to the stairway exit. Do not use the elevators under any

circumstances.

7. Exit down the stairway, making room for the persons on the other floors as they enter the stairway.
8. When you have exited, move away from the building. Keep out of the way of emergency personnel. If you believe someone may be trapped on your floor, report this immediately to fire fighters or Campus Police. Do not re-enter the building for any reason.

ROOM INSPECTIONS AND SEARCHES

Consistent with state and federal law, the University establishes the following policies concerning room inspection and searches.

1. **GENERAL ROOM INSPECTION:** General room inspections shall be conducted not less than one (1) nor more than four (4) times each month by the residence life staff to check on general condition and safety of the rooms. At least forty-eight (48) hours notice will be given, and these inspections will not involve anything which cannot be seen upon entering the room. Drawers, closets, etc., will not be opened. Matters of concern in the inspection include, but are not necessarily limited to, cleanliness of the room; conditions of electrical wiring; presence of prohibited furniture or appliances; condition of heating or cooling apparatus; condition of walls, windows, doors, plumbing, and locks; obvious presence of materials, objects or creatures that could threaten the health or safety of University citizens.

To honor the resident student's individual rights and to maximize the instructional value of the inspection, an approximate schedule for entry will be posted at conspicuous places when the general room inspection is announced.

2. **ENTRY IN EMERGENCY:** If, after a general inspection, a room creates an emergency immediately threatening University property or the well-being of any person, the University reserves the right to enter that room for purposes of repairs or other corrective action. When such action is deemed appropriate by the University, effort will be made to obtain the permission and the presence of the appropriate resident student. In an extreme emergency, e.g., threatened or attempted suicide, the decision to enter the room without the occupant's permission shall be made, if possible, by the highest ranking member present from the University chain of authority, but especially from either the Vice Chancellor for Student Affairs, the Dean of Students, Associate Dean of Students, Coordinator for Residence Life, Area Coordinators, and Resident Directors.
3. **ENTRY UNDER ADMINISTRATIVE SEARCH AND INSPECTION WARRANT:** Pursuant to the provisions and requirements of General Statute (G.S.) 15-27.2, University officials or employees may obtain a warrant to search or inspect a residence hall room "as part of a legally authorized program of inspection which naturally includes that property, or (where) there is probable cause for believing that there is a condition, object, activity, or

circumstance which legally justifies such a search or inspection of (the room)." Evidence obtained under this statute may be used in any civil, criminal, or administrative proceeding that results.

4. **ENTRY UNDER UNIVERSITY ADMINISTRATIVE SEARCH WITHOUT A WARRANT:** A University official charged with the responsibility of maintaining discipline, order, or security may without a warrant enter a residence hall room for search and seizure purposes when he or she has reasonable cause to believe that a student is using that room for a purpose which is illegal or which would seriously interfere with campus discipline. Evidence or materials seized may be used in subsequent University administrative or disciplinary proceedings.
5. **ENTRY BY LAW ENFORCEMENT OFFICERS WITH OR WITHOUT THE PRESENCE OF UNIVERSITY OFFICIALS BUT WITH A WARRANT:** Law enforcement officers, when carrying a valid search warrant (containing a proper statement of probable cause, affirmation of creditable information, source, specific description of persons, or contraband to be seized, location, etc.), may enter a residence hall room or apartment and seize appropriate persons, property, or materials for use or prosecution in subsequent civil, criminal, or administrative proceedings.

FURNITURE AND ROOM MAINTENANCE

Residence hall furniture is placed in the public areas of each building for the use of all students. Such furniture is not to be removed from the assigned area(s) and placed in individual rooms. Should University furniture be found in a student's room, a \$25.00 fine will be issued, and disciplinary action will be taken.

In living in a residence hall/apartment, the student assumes responsibility for the care of the room and its furnishings.

The residence life staff respects the students' rights to privacy and their desires to control their own environments. However, the staff also has the responsibility of providing quality facilities at reasonable costs to present and future students. Therefore, the staff reserves the right to enter student rooms to ensure that they are maintained in a safe and sanitary fashion and to make necessary repairs.

If conditions in a room violate state and University health standards, a written notice will be given to the occupants of the room/suite/apartment describing the unacceptable condition and stating that they have 24 hours to clean the room/suite/apartment.

If such stipulation is not adhered to, the occupants can be evicted from the residence hall/apartment.

REPORTING REPAIRS

Report all needed room repairs promptly to your respective resident assistant or apartment manager. If the damage is the responsibility of one or both occupants of the room, charges will be made accordingly. The Housing Office reserves the right to assess charges for damages to the

person(s) responsible. Damage charges will cover the cost of repairs and replacement. When damages occur in a particular public area, such as the lobby or hallway, the person(s) responsible will be assessed.

PAINTING ROOMS

Bedrooms and study rooms are painted with standard light pastel colors which are intended to accommodate most decorating designs and furnishings. Resident students may apply to the Residence Life Office for permission to paint designs or different colors in their rooms. The entire cost for such painting—including repainting at the end of the school year—will be borne by the student. Unauthorized painting will result in repainting costs as well as a possible fine.

ROOM CHANGES

A week after the semester begins a designated time will be set aside for room changes. These changes will be made through the residence hall/apartment staff, if there is room to do so. Students making approved room changes after this designated time will be charged \$5.00 per change. Any students making unapproved room changes (any change not approved by the Housing Office) will be charged \$10.00 and may be required to move back to their original room.

SECURITY PRECAUTIONS

Room keys may not be duplicated (it's against state law), loaned or transferred to other persons.

Room doors should always be locked when the student is not in the room. The occupants of a room are responsible for what goes on in the room. In addition, the University residence halls/apartments are not responsible for the loss of property from the students' rooms.

Incidents of vandalism or property destruction are to be reported immediately to the residence life staff.

Strangers or persons acting suspiciously should be reported immediately to a staff member or security officer.

The residence halls will be locked nightly at 12:00 midnight for security reasons. No one except residents of the respective halls will be allowed to enter after such hours. Residents may enter by using the assigned key.

WOODEN STRUCTURES

Resident students may apply to the area coordinator for permission to build free-standing lofts or stilts for beds in their rooms.

A loft or stilt contract, when signed by a student, constitutes an agreement under which certain specifications and conditions must be met. This policy may be obtained in the area coordinator's office.

There will be a charge of \$25.00 for the removal and disposal of any unauthorized or abandoned wooden structure.

OVERNIGHT GUESTS

Should a resident student want to have a person of the same sex stay as an overnight guest in one of the residence halls/apartments, the resident assistant must register the visiting person in the main office upon arrival at the hall. If the guest is to stay beyond two consecutive nights, special permission must be granted by the Coordinator for Residence Life. The guest is the responsibility of the hosting student, and he or she must abide by all rules and regulations governing housing on campus.

CHECK-IN AND CHECK-OUT

To check in the assigned residence hall or apartment, each student will be assisted by a resident assistant or other University official. The physical condition of the room will be noted and agreed upon. The incoming student will sign the check-in form showing his or her agreement with the room's condition. At this time a \$10.00 key deposit will be collected and room keys will be issued.

To check out of University housing the student must make an appointment with a residence life staff member. The staff member will check the room to see that the proper furnishings are still in place and will assess damages if need be. It should be noted that the student who is assessed damage charges will not be permitted to register for courses the next semester(s) or summer session(s), receive transcripts or graduate until the assessment for damages is paid in full to the University.

VACATING UNIVERSITY HOUSING

All residence halls will close for Christmas vacation and spring break. All students must vacate by 6 p.m. on the day of the last class prior to the periods listed below:

CHRISTMAS VACATION—December 21, 1984 - January 13, 1985

SPRING BREAK—March 2, 1985 - March 10, 1985

If you need to stay in Wilmington during these break periods, you should make prior arrangements elsewhere.

Students may remain in the residence halls during Thanksgiving and Easter vacation (dates posted in the current catalog), but they must register with the resident director in their respective residence hall. Such registration is for security reasons only. In addition, students remaining on campus during these periods are reminded that the University's cafeteria will not be in operation during official holidays or vacations.

PLEASE NOTE: AT THE END OF THE ACADEMIC YEAR, STUDENTS ARE REQUIRED TO REMOVE ALL PERSONAL BELONGINGS FROM THE RESIDENCE HALLS AND APARTMENTS IMMEDIATELY AFTER THEIR LAST EXAM. ONLY UNDER SPECIAL CIRCUMSTANCES WILL STUDENTS BE PERMITTED TO REMAIN ON CAMPUS AFTER THEIR LAST EXAM.

SERVICE DIRECTORY

Academic Advising	
Freshmen	General College Advising Center at Hoggard Hall
Sophomores, Juniors, and Seniors	Assigned Advisor
Address Change	Registrar's Office, 108 Alderman Hall
Address Information	Information Center, 101 University Union
Advisor Assignments.....	Academic Department Secretary
Advisor Change	Academic Department
Alumni Information	Alumni Affairs Office, 209 University Union
Audit Application	Registrar's Office, 108 Alderman Hall
Bicycle Registration	Campus Police
Calendar of Events	Development Office, 209 University Union, or Information Center, 101 University Union
Campus Minister	Dean of Students Office, 110 Alderman Hall, or Wilmington Baptist Association, 799-1160
Career Counseling	Student Development Center or Career Planning and Placement, 106 University Union
Cashing Checks (\$20 limit).....	Bookstore
Catalogues	Registrar's Office, 108 Alderman Hall,
Certification of Student Status	Registrar's Office, 108 Alderman Hall
Clubs and Organizations	Student Activities Office, 202 University Union
Cooperative Education	Career Planning and Placement, 106 University Union
Counseling	Student Development Center
Course Changes	Advisor
Crime Prevention	Campus Police
Dropping a Course	(1) Instructor, (2) Advisor, and (3) Card turned in to Registrar's Office, 108 Alderman Hall

Fraternity and Sorority Information	Student Activities Office, 202 University Union
Graduate Office	217 Alderman Hall
Graduation Application	Registrar's Office, 108 Alderman Hall
GRE Information (Graduate Record Exam)	Student Development Center
Handicapped	Student Development Center
Health Insurance Information	Office of the Vice Chancellor for Student Affairs, 109 Alderman Hall, or Dean of Students Office, 110 Alderman Hall
Health Service Brochures	Office of the Vice Chancellor for Student Affairs, 109 Alderman Hall, or Dean of Students Office, 110 Alderman Hall
Honors Program Applications	Registrar's Office, 108 Alderman Hall
Housing Information (On Campus)	Housing Office, Belk Residence Hall
Housing (Off Campus)	Information Center, 101 University Union
Infirmary (Student Health Center)	Hall '79
Information Center	101 University Union
I.D. Cards	Union Administration Office, 214 University Union, 8:30 a.m. to 10:30 a.m. and 2:30 p.m. to 4:30 p.m. Monday through Friday
International Student Advisor	Dean of Students Office, 110 Alderman Hall
Internships	Career Planning and Placement, 106 University Union
Loans and Grants	Financial Aid Office, Hinton James Hall
Lost and Found	Information Center, 101 University Union
Major Change	
All Freshmen	General College Advising Center, 215 Hoggard Hall
College of Arts and Sciences	112 Alderman Hall
Cameron School of Business Administration	101 Bear Hall
School of Education	102 King Hall
School of Nursing	119 Hoggard Hall
Meal Card Replacement	Cafeteria
Meal Plan Information	Housing Office, Belk Residence Hall
Name Change	Registrar's Office, 108 Alderman Hall
Newspaper (Seahawk)	Seahawk Office, 205 University Union
Operation ID	Campus Police
Out-of-State Appeals Applications	Admissions Office, 101 Alderman Hall; Dean of Students Office, 110 Alderman Hall; Registrar's Office, 108 Alderman Hall
Parking Decal	Parking Office, Belk Residence Hall
Part-time & Summer Work	Career Planning and Placement Office, 106 University Union
Payment of Tuition and Fees	Cashier's Office, 211 Alderman Hall
Physical Forms	Admissions Office, 101 Alderman Hall
Physical Forms Completed	Student Health Center, Hall '79
Postal Services	108 University Union
Re-enrollment Applications	Admissions Office, 101 Alderman Hall
Repeat a Course Application	Registrar's Office, 108 Alderman Hall
Room Reservations	Special Programs Office, 227 Hoggard Hall, or University Union
Schedule Conflict	Registrar's Office, 108 Alderman Hall
Schedules for Preregistration	Registrar's Office, 108 Alderman Hall
Scholarships	Financial Aid Office, Hinton James Hall
Social Security forms to be filled out	Registrar's Office, 108 Alderman Hall
Student Government Association	200 University Union
Student Health Service	Hall '79
Summer School Information	Special Programs Office, 227 Hoggard Hall
Testing	Student Development Center
Traffic Fines	Cashier's Office, 211 Alderman Hall
Transcripts	Registrar's Office, 108 Alderman Hall
Tutoring	Check with academic departments
Validation Sticker for I.D. Cards	Union Administration Office, 214 University Union
Veterans' Information	Financial Aid Office, Hinton James Hall
Volunteer Opportunities	Union Administration Office, 214 University Union
Withdrawal from the University	Dean of Students Office, 110 Alderman Hall
Work-Study or Work-Assistant	Financial Aid Office, Hinton James Hall
Xerox Copies	University Union, Library or Computing Center
Yearbook (<i>Fledgling</i>)	Fledgling Office, 205 University Union

CAMPUS PHONE EXTENSIONS 395-3000

Accounting	3149	Hall '79	3265	Psychology	3370
Admissions	3130	Health, Physical Education		Public Relations	3171
Advising Center	3245	& Recreation	3250	Publications Officer	3708
Alumni Affairs	3616	Health Center	3386 & 3533	Purchasing Services	3156 & 3158
Anthropology	3420	Hewlett Hall	3532	Records Office	3126 & 3125
Art	3415	History	3307	Registrar	3126 & 3125
Athletics	3230	Housing	3178	Residence Halls	
Auxiliary Services	3178	Infirmery	3386 & 3533	Administrator	3178
Belk Hall	3531	Information Systems		Apartment Office	3241
Biological Sciences	3487	Director	3540	Belk Hall	3531
Bookstore	3188	Operations	3541	Galloway Hall	3530
Business Affairs	3151	Administrative Services	3800	Hall '79	3265
Cafeteria	3534	Academic Services	3805	Hewlett Hall	3532
CAMPUS COMMUNIQUE	3169	Systems Development	3526	Residence Life	
Campus Minister	3117	Institute for Marine Biomedical		Coordinator	3530 & 3532
Campus Police	3184	Research	256-3721	ROTC Office	791-1133
Career Planning & Placement	3174	Institutional Research	3520	Safety Officer	3108
Cashier	3164	Internal Auditing, Systems		School of Business Administration	
Center for Writing	3549	Accounting	3772	Dean	3501
Central Stores	3180	Intramurals	3261	Accountancy	3509
Chancellor	3030	Kenan Auditorium Manager	3442	Economics & Finance	3510
Chemical & Physical Sciences		Ticket Office	791-9695	Management & Marketing	3424
Chemistry	3450	Library Services		School of Education	
Physics	3462	Director	3270 & 3271	Dean	3354
College of Arts & Sciences	3111	Acquisitions	3199	Curricular Studies	3366
Communications	3440	Cataloging	3275	Educational Design &	
Compliance Officer	3840	Circulation	3272	Management	3350
Contracts & Grants	3167	Interlibrary Loans	3273	School of Nursing	3784
Copy Center	3183	Reference	3760	SEAHAWK Office	3229
Counseling & Testing	3280	Serials	3278	Security Services	3184
Creative Arts	3415	Special Collections	3276	Sociology & Anthropology	3420
Art	3415	US Government		Special Programs	3192
Drama	3440	Documents	3277	Sports Information Director	3236
Music	3390	Mathematical Sciences	3298	Student Activities	3285
Speech Communication	3440	Minister (campus)	3117	Student Affairs	3117
Criminal Justice	3420	Minority Affairs	3439 & 3832	Student Government	
Dean of Students	3119	Modern Languages	3340	Office	3553 & 3554
Development Office	3169	Motor Pool	3101	Summer School Director	3193
Director of Graduate Studies	3135	Music	3390	Systems Accounting	3772
Drama	3440	News Bureau	3171	The Center for Writing	3549
Earth Sciences	3490	Nursing	3784	Training Room	3238
Engineering	3490	Payroll Officer	3163	Trask Coliseum	3233
English	3320	Personnel Services	3160	Administrative Officer	3233
Federal Compliance	3840	Philosophy & Religion	3406	Pool	3237
Financial Aid	3177	Physical Plant	3101	Locker Room	3240
Financial Services	3139	Plant Engineer	3100	UNCW Calendar of Events	3171
FLEDGLING Office	3548	Grounds	3107	UNCW Foundation	3170
Food Services	3534	Housekeeping	3109	UNCW TODAY	3708
Foundation of UNCW	3170	Maintenance	3104	U.S. Post Office (campus)	3182
Galloway Hall	3530	Motor Pool	3101	Vending Services	3178
General College		Work Orders	3101	Veterans Affairs	3136
Advising Center	3245	Placement Office	3174	Vice Chancellor for	
Geography	3490	Police (campus)	3184	Academic Affairs	3137
Geology	3490	Political Science	3220	Vice Chancellor for Business	
Graduate Studies	3135	Postal Services	3182	Affairs & Development	3151
Grants & Contracts	3167	Printing Services	3183	Vice Chancellor for	
				Student Affairs	3117
				Warehouse	3180

Appendix

University and State Policies and Procedures

STATEMENT OF UNIVERSITY POLICIES, PROCEDURES AND DISCIPLINARY ACTIONS IN CASE OF DISRUPTION OF EDUCATIONAL PROCESS

Adopted by the Board of Trustees

October 27, 1970

Section 5-1. Policies Relating to Disruptive Conduct

The University of North Carolina has long honored the right of free discussion and expression, peaceful picketing and demonstrations, the right to petition and peaceably to assemble. That these rights are a part of the fabric of this institution is not questioned. They must remain secure. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Accordingly, it shall be the policy of the University to deal with such disruption, destruction or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex or political beliefs.

Section 5-2. Definition of Disruptive Conduct

(a) Any faculty member (the term "faculty member," wherever used in this Chapter V, shall include regular faculty members, full-time instructors, lecturers, and all other persons exempt from the North Carolina State Personnel System (Chapter 126 of the General Statutes as amended) who receive compensation for teaching or other instructional functions, or research at the University), any graduate student engaged in the instructional program, or any student who, with the intent to obstruct or disrupt any normal operation or function of the University or any of its component institutions, engages, or incites others to engage, in individual or collective conduct which destroys or significantly damages any University property, or which impairs or threatens impairment of the physical well-being of any member of the University community, or which, because of its violent, forceful, threatening or intimidating nature or because it restrains freedom or lawful movement, otherwise prevents any member of the University community from conducting his normal activities within the University, shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion, discharge or dismissal from the University.

The following, while not intended to be exclusive, illustrate the offenses encompassed herein, when done for the purpose of obstruction or disrupting any normal operation or function of the University or any of its component institutions:

(1) occupation of any University building or part thereof with the intent to deprive others of its normal use; (2) blocking the entrance or exit of any University building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room; (3) setting fire to or by any other means destroying or substantially damaging any University building or property, or the property of others on University premises; (4) any possession or display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive, or inflammable material in any University building or on any University campus; (5) prevention of, or attempt to prevent by physical act, the attending, convening, continuation or orderly conduct of any University class or activity or of any lawful meeting or assembly in any University building or on any University campus; and (6) blocking normal pedestrian or vehicular traffic on or into any University campus.

(b) Any person engaged in the instructional program who fails or refuses to carry out validly assigned duties, with the intent to obstruct or disrupt any normal operation or function of the University or any of its component institutions, shall be subject to prompt and appropriate disciplinary action under this Chapter V if (but only if) his status is such that he is not subject to the provisions of Section 4-3 of Chapter IV.

Section 5-3. Responsibilities of the Chancellor

(a) When the Chancellor has cause to believe that any of the provisions of this Chapter V have been violated, he shall forthwith investigate or cause to be investigated the occurrence, and upon identification of the parties involved shall promptly determine whether any charge is to be made with respect thereto.

(b) If he decides that a charge is to be made, he shall, within thirty (30) days after he has information as to the identity of the alleged perpetrator of the offense but in no event more than twelve (12) months after the occurrence of the alleged offense, (i) refer the case to the appropriate existing University judicial body, or (ii) refer the matter to a Hearing Committee drawn from a previously selected Hearings Panel which, under this option, is required to implement action for violation of Section 5-2 (a) or (b) of this Chapter. If the case is referred to an existing University judicial body under (i) above, the procedural rules of the body shall be followed, and subsections (c) through (f) below shall not be applicable. If the matter is referred to a Hearing Committee under (ii) above, the procedural rules prescribed in subsection (c) through (f) shall be followed.

(c) The accused shall be given written notice by personal service or registered mail, return receipt requested, stating:

(1) The specific violations of this Chapter V with which the accused is charged.

(2) The designated time and place of the hearing on the charge by the Hearing Committee, which time shall not be earlier than seven (7) nor later than ten (10) days following receipt of the notice.

(3) That the accused shall be entitled to the presumption of innocence until found guilty, the right to retain counsel, the right to present the testimony of witness and other evidence, the right to cross-examine all witnesses against him, the right to examine all documents and demonstrative evidence adverse to him, and the right to a transcript of the proceedings of the hearing.

(d) The Hearing Committee shall determine the guilt or innocence of the accused. If the person charged is found guilty, the Hearing Committee shall recommend to the Chancellor such discipline as said body determines to be appropriate. After considering such recommendation the Chancellor shall prescribe such discipline as he deems proper. In any event, whether the person is found guilty or not guilty, a written report shall be made by the Chancellor or the President within ten (10) days.

(e) Any person found guilty shall have ten (10) days after notice of such findings in which to appeal to the President of the University. Such an appeal if taken shall be upon the grounds set forth in Section 5-5.

(f) Any accused person who, without good cause, shall fail to appear at the time and place fixed for the hearing of his case by the Hearing Committee shall be suspended indefinitely or discharged from University employment.

(g) The Chancellor, unless so ordered or otherwise prevented by courts, shall not be precluded from carrying out his duties under this Chapter V by reason of any pending action in any State or Federal court. Should a delay occur in prosecuting the charge against the accused because the accused or witnesses that may be necessary to a determination of the charge are involved in State or Federal court actions, the time limitations set forth in this Section 5-3 shall not apply.

(h) Conviction in any State or Federal court shall not preclude the University or any of its officers from exercising disciplinary action in any offense referred to in this Chapter V.

(i) Nothing contained in this Chapter V shall preclude the President or the Chancellor from taking any other steps, including injunctive relief or other legal action, which he may deem advisable to protect the best interests of the University.

Section 5-4. Aggravated Acts or Threatened Repetition of Acts.

(a) The Chancellor of each of the component institutions of the University shall appoint an Emergency Consultative Panel which shall be composed of not less than three (3) nor more than five (5) faculty members and not less than three (3) nor more than five (5) students who shall be available to advise the Chancellor in any emergency. No member of such Panel shall serve for more than one (1) year unless he be reappointed by the Chancellor. The

Chancellor may make appointments, either temporary or for a full year, to fill any vacancies which may exist on the panel.

(b) If, in the judgment of the Chancellor, there is clear and convincing evidence that a person has committed any of the acts prohibited under this Chapter V which, because of the aggravated character or probable repetition of such act or acts, necessitates immediate action to protect the University for substantial interference with any of its orderly operations or functions, or to prevent threats to or acts which endanger life or property, the Chancellor, with the concurrence as hereinafter provided of the Emergency Consultative Panel established pursuant to (a) above, may forthwith suspend such person from the University and bar him from the University campus; provided, however, that in the event of such suspension the person suspended shall be given written notice of the reason for his suspension, either personally or by registered mail addressed to his last known address, and shall be commenced within ten (10) days of the suspension. Except for purposes of attending personally any hearings conducted under this Chapter V, the bar against the appearance of the accused on the University campus shall remain in effect until final judgment has been rendered in his case and all appellant proceedings have been concluded, unless such restriction is earlier lifted by written notice from the Chancellor.

(c) A quorum of the Emergency Consultative Panel provided for in (a) above shall consist of not less than four (4) of its members, and the required concurrence shall have been obtained if a majority of such quorum shall indicate their concurrence. The Chancellor shall meet personally with members of such Panel at the time he seeks concurrence, if it is feasible to do so. However, if the circumstances are such that the Chancellor deems it not to be feasible to personally assemble such members, then he may communicate with them or the required numbers of them individually by telephone or by such other means as he may choose to employ, in which event he may proceed as provided in (b) above after the required majority of such members have communicated their concurrence to him.

(d) In the Chancellor's absence or inability to act, the President may exercise the powers of the Chancellor specified in this Section 5-4 in the same manner and to the same extent as could the Chancellor but for such absence or inability to act.

Section 5-5. Right to Appeal

Any person found guilty of violating the provisions of this Chapter V by the Hearing Committee referred to in Section 5-3 shall have the right to appeal the finding and the discipline imposed upon him to the President of the University. Any such appeal shall be in writing, shall be based solely upon the record, and shall be limited to one or more of the following grounds:

(1) That the finding is not supported by substantial evidence;

(2) That a fair hearing was not accorded the accused; or

(3) That the discipline imposed was excessive or inap-

propriate. It shall be the responsibility of the President to make prompt disposition of all such appeals, and his decision shall be rendered within thirty (30) days after receipt of the complete record on appeal.

Section 5-6. No Amnesty

No administrative official, faculty member, or student of the University shall have authority to grant amnesty or to make any promise as to prosecution or non-prosecution in any court, State or Federal, or before any student, faculty, administrative, or Trustee committee to any person charged with or suspected of violating Section 5-2 (a) or (b) of these Bylaws.

POLICY AND PROCEDURES FOR ADMINISTRATIVE SUSPENSION OR WITHDRAWAL OF THE DISRUPTIVE STUDENT

Any student who in the judgment of University officials may be endangering himself/herself or other members of the University community, or who appears to be violating any other provision of the "Statement of University Policies, Procedures, and Disciplinary Actions in Cases of Disruption of Educational Process" as defined in the current catalog, Section 5-2, shall be reported to the Dean of Students Office. If in the opinion of the Dean of Students an immediate threat of harm or bodily injury exists, the Dean may recommend to the Vice Chancellor for Student Affairs that the student be immediately suspended from the University. If the Vice Chancellor for Student Affairs concurs, the student may be involuntarily suspended from the University. In this event, the Vice Chancellor for Student Affairs will inform the student of his or her right to a hearing to be held within five (5) University business days, if the student so desires. This policy and procedure is predicated upon G.S. 122-58.1 (1) B of the state of North Carolina which reads as follows:

"Dangerous to others" shall mean that within the recent past, the person has inflicted or attempted to inflict or threatened to inflict serious bodily harm on another or has acted in such a manner as to create a substantial risk of serious bodily harm to another and that there is a reasonable probability that such conduct will be repeated.

All members of the University community should be aware of these procedures.

It should be noted that:

1. Disruptive behavior is to be promptly reported to the Dean of Students Office.
2. If such behavior occurs after normal University business hours, it should be reported to Campus Police.

DRUG POLICY—In Accordance with G.S. 90-95 [a]—The Use or Distribution of Narcotic or Illegal Drugs is Prohibited on Campus Property

NORTH CAROLINA GENERAL STATUTE 90-95[a]

Violation penalties:

A. Except as authorized by this Article, it is unlawful for any person:

- 1) To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance;
- 2) To create, sell or deliver, or possess with intent to sell or deliver a counterfeit controlled substance;
- 3) To possess a controlled substance.

B. Any person who violates G.S. 90-95(a) (1) with respect to:

1) A controlled substance classified in Schedule I or II shall be guilty of a felony and shall be sentenced to a term of imprisonment of not more than 10 years or fined not more than ten thousand dollars (\$10,000), or both in the discretion of the court.

2) A controlled substance classified in Schedule III, IV, V, or VI shall be guilty of a felony and shall be sentenced to a term of imprisonment of not more than five years or fined not more than five thousand dollars (\$5,000), or both in the discretion of the court, but the transfer of less than 5 grams of marijuana for no remuneration shall not constitute a delivery or violation of G.S. 90-95 (a)(1).

In accordance with state law, drug paraphernalia is prohibited on campus.

STATE POLICY ON FIREARMS OR OTHER WEAPONS ON UNIVERSITY PROPERTY

NORTH CAROLINA GENERAL STATUTE 14-269-2

The following bill was enacted by the North Carolina General Assembly on April 27, 1971.

Section 1. It shall be unlawful for any person to possess, or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14-284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, in any public or private school building or bus, or any public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any board of education, school, college, or university board of trustees or directors for the administration of any

public or private education institution. For the purpose of this Section, a self-opening or switchblade knife is defined as a knife containing a blade or blades, which open automatically by the release of a spring or a similar contrivance, and the above phrase "weapon of like kind" includes razors or razor blades (except construction and maintenance). This Section shall not apply to the following persons: Officers and enlisted personnel of the armed forces of the United States when in discharge of their official duties as such and acting under orders requiring them to carry arms or weapons, civil officers of the United States while in the discharge of their official duties, officers and soldiers of the military and the national guard when called into actual service, officers of the state, or any country, city or town, charged with the execution of the laws of the state, when acting in the discharge of their official duties, any pupils who are members of the Reserve Officer Training Corps and who are required to carry arms or weapons in the discharge of their official class duties.

Section 2. Any person violating the provisions of this Act shall be guilty of a misdemeanor and upon conviction shall be punished in the discretion of the Court by fine or imprisonment or by both such fine and imprisonment, not to exceed five hundred dollars (\$500.00) fine or six months imprisonment.

Section 3. This act shall be in full force and effect from and after its ratification.

POLICIES REGARDING THE POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES ON THE CAMPUS OF THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

The University of North Carolina at Wilmington permits malt beverages and unfortified wines to be consumed at special activities and programs, and in the privacy of residence hall rooms.

There is no intent to encourage the increased use of alcoholic beverages or to force their consumption upon those who object to the use of alcohol. The policy is designed to support the positive healthy use or non-use of alcoholic beverages in a responsible manner.

- I. University policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state or municipal law regarding their purchase, possession, or consumption.

- A. Possession and consumption of alcoholic beverages on the University campus shall be restricted to residence halls and the University Union. Exceptions may be designated by the Chancellor.

- B. Effective Oct. 1, 1983, the North Carolina Alcoholic Beverage Control Laws make it illegal for any person under 19 years of age to purchase, possess, or consume or for anyone to aid or abet such a person in purchasing and consuming any alcoholic beverages.

- C. Persons who are 19 years of age or older may purchase, possess, or consume alcoholic beverages containing less than fourteen percentum (14%) of alcohol by volume (beer and unfortified wines). (General Statutes 18-19.1 and 18-66)

- D. Persons who are 21 years of age or older may purchase, transport, and consume alcoholic beverages containing more than fourteen percentum (14%) of alcohol by volume (spiruous liquors). (General Statutes 18-90.1)

- E. Under no circumstances may any type of alcoholic beverages be sold by any person, organization, or corporation on the campus of the University. (General Statutes 18-87 and 18-50)

- F. It is unlawful for any person to drink alcoholic beverages or to offer a drink to another person, or persons, whether accepted or not, on any public road or street, parking lot, sidewalk, or other publicly owned or leased place within the City of Wilmington.

- G. Student fees collected by UNCW cannot be used to purchase alcoholic beverages.

- H. Alcoholic beverages may be used only as complements to an event, not as a main focus.

- I. Alcoholic beverages may be advertised as being present at any student activities or events, but said advertising must be in compliance with the UNCW policy on alcoholic advertising.

- J. Student events at which alcoholic beverages may be consumed can be held only under circumstances in which the host organization demonstrates reasonable means of ensuring the safety of participants and adherence to state law.

- II. The possession and consumption of alcoholic beverages on the University campus will be permitted only at the following places and under the conditions defined both above and below.

A. Possession and consumption of alcoholic beverages in residence halls.

1. Approved social functions.

- a. Alcoholic beverages will be allowed only at scheduled functions sponsored by campus groups and only within the confines of that function with regard to time and place of consumption. These functions shall be held only in lobbies or designated areas of residence halls as approved by the Vice Chancellor for Student Affairs or the Dean of Students.

- b. An alcoholic beverage permit and statement of responsibility must be approved by the Office of the Vice Chancellor for Student Affairs or the Dean of Students Office for all functions where alcoholic beverages are present.

- c. The sponsoring organization shall assume all responsibility for alcoholic beverages, behavior, and housekeeping. Failure to adhere to the above policy shall result in appropriate disciplinary action and/or a fine to pay for cleaning up the area. Examples of

unacceptable behavior are intoxication; loud, vulgar, or obscene language; disorderly conduct; and excessive noise.

d. All alcoholic beverages shall be purchased by the sponsoring organization. There shall be no "gimmicks" to collect any monies before, during or after the social event.

e. Any sponsoring organization which allows behavior as described in letter "c" is also subject to disciplinary action by the University Court and/or the administration.

f. At all social functions where alcoholic beverages are served, University supervisory personnel shall be present.

g. At all social functions where alcoholic beverages are served, only UNCW students and their bonafide guests shall be admitted. Proper identification will be required.

2. Residence Hall Rooms.

a. All possession and consumption of alcoholic beverages shall be in the privacy of the residence hall rooms.

b. Kegs of beer or other large quantities of alcoholic beverages are not permitted in the student's room or elsewhere in the residence halls except during official residence hall functions.

c. Public display of alcoholic beverages, profanity, obscenity, intoxication, and disorderly conduct are a few examples of violations of the Alcoholic Beverage Policy.

B. Possession and consumption of alcoholic beverages in the University Union.

1. Only beer and unfortified wines may be consumed in the University Union.

2. Alcoholic beverages will be allowed only at scheduled functions sponsored by recognized campus organizations and only within the confines of that function with regard to time and place of consumption.

a. Admittance to such functions is limited to persons 19 years of age or older and is restricted to UNCW students and their bona fide guests. All persons attending such functions shall be required to show proof of age and school identification prior to being admitted.

b. Permission for such functions must be obtained three days in advance from the Vice Chancellor for Student Affairs or the Dean of Students.

c. Reservations must be made with the office of the director of the University Union at least one week in advance.

d. Under state law, no admission may be charged at any event where alcoholic beverages are served.

e. Any time alcoholic beverages are served at a function, the sponsoring organization shall also provide non-alcoholic beverages.

f. Alcoholic beverages may be used only as complements to programs, never as the main feature (e.g., beer blasts are prohibited).

3. Officers of the sponsoring organization shall be responsible for the enforcement of all University policies and regulations. Failure to comply with any of these policies and regulations may result in a suspension of reservation privileges.

a. The faculty advisor of a student organization or a Student Activities' staff member, approved by the director of the University Union, must attend any function where alcoholic beverages are served in the University Union.

b. It is implicit in these rules that the officers of the sponsoring organization ensure adequate safeguards for compliance with federal, state, and municipal law and all rules of the University.

c. Drunkenness or disorderly conduct in any manner may subject the offender to disciplinary action and/or action by law enforcement personnel.

POLICY AND REGULATIONS ARE SUBJECT TO CHANGE IN ACCORDANCE WITH UNIVERSITY AND STATE LAW.

UNC-WILMINGTON POLICY ON ALCOHOL ADVERTISING BY CAMPUS GROUPS

This policy is designed to support the positive, healthy use or non-use of alcoholic beverages within the campus community. In keeping with our overall campus goals of promoting the responsible use of alcohol, this policy promotes a responsible approach to alcohol advertising done in relation to campus activities.

This policy covers both media advertisements as well as direct sponsorship of activities (such as intramural or athletic events). All campus processes involving the advertising of alcoholic products should use this policy as a guide.

The following guidelines concerning on-campus advertising are set forth:

A. Drinking should not be glamorized. Make alcoholic beverages just another beverage.

B. Do not make alcohol the central focus of any event. It should always be a secondary issue to other activities.

C. Blatant communications which connote irresponsible drinking or behavior are not allowed (Beer Bash, Kegger, Blitz Time, Chug-A-Lug Party, etc.).

D. All alcohol advertising for on-campus (or campus-related) events must conform with this policy.

HAZING

The following is from North Carolina Statutes:

14-25. "Hazing; definition and punishment - It shall be unlawful for any student in any college or school in the state to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense. For the purpose of this section, hazing is defined as follows: to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat or harass him, or to

subject him to personal indignity. Any violation of this section shall constitute a misdemeanor."

14-36. "Expulsion from school, duty of faculty to expel - Upon conviction of any student of the offense of hazing, or of aiding or abetting in the commission of this offense, he shall, in addition to punishment imposed by the court, be expelled by the college or school he is attending. The faculty or governing board of any college charged with the duty of expulsion of students for proper cause shall, upon such conviction, at once expel the offender, and a failure to do so shall be a misdemeanor."

ROOM INSPECTIONS AND SEARCHES

Consistent with state and federal law, the University establishes the following policies concerning room inspection and searches.

1. **GENERAL ROOM INSPECTION:** General room inspections shall be conducted not less than one (1) nor more than four (4) times each month by the residence life staff to check on the general condition and safety of the rooms. At least forty-eight (48) hours notice will be given, and these inspections will not involve anything which cannot be seen upon entering the room. Drawers, closets, etc. will not be opened. Matters of concern in the inspection include, but are not necessarily limited to, cleanliness of the room; conditions of electrical wiring; presence of prohibited furniture or appliances; condition of heating or cooling apparatus; condition of walls, windows, doors, plumbing, and locks; obvious presence of materials, objects or creatures that could threaten the health or safety of University citizens.

To honor the resident student's individual rights and to maximize the instructional value of the inspection, an approximate schedule for entry will be posted at conspicuous places when the general room inspection is announced.

2. **ENTRY IN EMERGENCY:** If, after a general inspection, a room creates an emergency immediately threatening University property or the well-being of any person, the University reserves the right to enter that room for purposes of repairs or other corrective action. When such action is deemed appropriate by the University, effort will be made to obtain the permission and the presence of the appropriate resident student. In an extreme emergency, e.g., threatened or attempted suicide, the decision to enter the room without the occupant's permission shall be made, if possible, by the highest ranking member present from the University chain of authority, but especially from either the Vice Chancellor for Student Affairs, the Dean of Students, Associate Dean of Students, Coordinator for Residence life, Area Coordinators, and Resident Directors.
3. **ENTRY UNDER ADMINISTRATIVE SEARCH AND INSPECTION WARRANT:** Pursuant to the provisions and requirements of General Statute (G.S.) 15-27.2, University officials or employees may obtain a warrant to search or inspect a residence hall room "as part of the

legally authorized program of inspection which naturally includes that property, or (where) there is probable cause for believing that there is a condition, object, activity, or circumstance which legally justifies such a search or inspection of (the room)." Evidence obtained under this statute may be used in any civil, criminal, or administrative proceeding that results.

4. **ENTRY UNDER UNIVERSITY ADMINISTRATIVE SEARCH WITHOUT A WARRANT:** A University official charged with the responsibility of maintaining discipline, order, or security may without a warrant enter a residence hall room for search and seizure purposes when he or she has reasonable cause to believe that a student is using that room for a purpose which is illegal or which would seriously interfere with campus discipline. Evidence or materials seized may be used in subsequent University administrative or disciplinary proceedings.
5. **ENTRY BY LAW ENFORCEMENT OFFICERS WITH OR WITHOUT THE PRESENCE OF UNIVERSITY OFFICIALS BUT WITH A WARRANT:** Law enforcement officers, when carrying a valid search warrant (containing a proper statement of probable cause, affirmation of credible information, source, specific description of persons or contraband to be seized, location, etc.), may enter a residence hall room and seize appropriate persons, property, or materials for use or prosecution in subsequent civil, criminal, or administrative proceedings.

RAFFLE GUIDELINES

It is lawful for tax-exempt organizations to conduct raffles in accordance with, but not limited to, the following regulations:

1. A raffle is a lottery in which a prize is won by a random drawing of the name or number of one or more persons purchasing chances.
2. Most clubs and organizations operating under the auspices of UNCW may claim tax-exempt status. Those organizations claiming national affiliation (i.e. fraternities) must be able to prove exempt status through their national organization.
3. The organization conducting the raffle must have been in continuous existence in the county of operation of the raffle for at least one year.
4. A raffle committee must be selected to direct the raffle. This committee shall register with the sheriff of the county in which the raffle is to be conducted.
5. The maximum cash prize for a raffle is \$500. There is no limit on the value of merchandise that may be offered.
6. No alcoholic beverages may be raffled.
7. An organization may sponsor only one raffle per month.
8. No person may be compensated for conducting a raffle.

9. Proceeds derived from the raffle may be expended for the prizes and operation of the raffle and religious, charitable, scientific, literary, and educational purposes. No proceeds may be used for social functions for the members of the sponsoring organization.
10. All funds received from the raffle shall be placed in a separate account. An audit shall be conducted annually and a copy of the audit shall be filed with the sheriff on or before September 15 of each year.

Please contact the Dean of Students Office or New Hanover Sheriff's Department for further information.

STUDENT GRIEVANCE PROCEDURE

Any student who believes that he or she has a legitimate grievance against another student or University employee may seek resolution of that grievance through the student grievance procedure. This procedure shall be applied to individual grievances other than (1) a grade appeal which is covered by the Grade Appeal Procedure, or (2) matters within the jurisdiction of the University Judicial System. Complaints involving a grade or other academic matter must be filed before the last day of the next succeeding regular semester. A complaint that is not academic in nature must be filed within thirty (30) days of the date the alleged incident occurred or from the date of the consequences of the alleged incident.

Procedure

Any student wishing to file a grievance should first discuss his or her complaint with the Dean of Students. The Dean of Students will advise the student of the steps in the grievance process and, depending on the nature of the grievance, direct the student to the appropriate reviewing officer. Complaints may be made orally but must be written before any action can be taken by the reviewing officer. The complainant's identity will not be revealed to the person named in the complaint without the complainant's authorization. If authorization is given, efforts will be made to mediate the grievance between the parties involved. If the complainant is not willing to be identified to the person named in the complaint, the reviewing officer will return the written complaint to the complainant and no further action can be taken.

If the grievance cannot be resolved at an informal level, the student may file a formal complaint with the vice chancellor who has administrative jurisdiction over the person named in the complaint. The vice chancellor, in consultation with the parties involved and other individuals as the vice chancellor may deem appropriate, shall attempt to resolve the complaint. If the vice chancellor's resolution is not satisfactory to the complaint, he or she may appeal to the chancellor, who may appoint, in consultation with the Student Affairs Committee, a hearings panel consisting of faculty and student representatives to hear the grievance. The hearings panel shall make its recommendation to the chancellor who will render the final decision.

CALENDAR OF EVENTS

Fall Semester, 1984

August 26, Sunday	On-campus housing opens
August 27, Monday	Orientation and advising
August 28, Tuesday	Registration
August 29, Wednesday	Classes begin
September 3, Monday	Labor Day holiday
September 5, Wednesday	Last day to drop or add without a grade
September 20, Thursday	Faculty meeting
October 10, Wednesday	Last day to withdraw with W — undergraduate students
October 12, Friday	Fall vacation begins 10:30 p.m.
October 18, Thursday	Fall vacation ends 8:00 a.m.
October 29, Monday	Graduation application deadline — Spring 1985
November 14, Wednesday	Last day to withdraw with WP or WF — graduate students
November 21, Wednesday	Thanksgiving vacation begins 10:30 p.m.
November 26, Monday	Thanksgiving vacation ends 8:00 a.m.
December 12, Wednesday	Last day of classes
December 13-15, Thursday-Saturday	Final examinations
December 17-20, Monday-Thursday	Final examinations
December 20, Thursday	Fall semester ends/On-campus housing closes

CALENDAR OF EVENTS

(continued)

Spring Semester, 1985

January 9, Wednesday
January 10, Thursday
January 11, Friday
January 14, Monday
January 21, Monday
February 25, Monday

March 1, Friday
March 11, Monday
March 29, Friday
April 4, Thursday

April 4, Thursday
April 4, Thursday
April 9, Tuesday
May 2, Thursday
May 3, Friday
May 6-11, Monday-Saturday
May 11, Saturday
May 18, Saturday

On-Campus housing opens
Orientation and advising
Registration
Classes begin
Last day to drop or add without a grade
Last day to withdraw with W —
undergraduate students
Spring vacation begins 10:30 p.m.
Spring vacation ends 8:00 a.m.
Graduation application deadline — Summer 1985
Last day to withdraw with WP or WF —
graduate students
Faculty meeting
Easter vacation begins 10:30 p.m.
Easter vacation ends 8:00 a.m.
Last day of classes
Final examinations
Final examinations
Spring semester ends/On-campus housing closes
Commencement

Summer Session, 1st, 1985

May 27, Monday
May 28, Tuesday
May 29, Wednesday
May 30, Thursday
June 21, Friday
June 28, Friday

On-campus housing opens
Registration
Classes begin; last day for registration
Last day to drop or add without a grade
Graduation application deadline — Fall 1985
Final examinations; first term ends

Summer Session, 2nd, 1985

July 7, Sunday
July 8, Monday
July 9, Tuesday
July 11, Thursday
August 9, Friday

On-campus housing opens
Registration
Classes begin; last day for registration
Last day to drop or add without a grade
Final examinations; second term ends

THE
CODE
OF
STUDENT
LIFE
FOR
THE
UNIVERSITY
OF
NORTH
CAROLINA
AT WILMINGTON

1984-85



UNIVERSITY OF NORTH CAROLINA

AT WILMINGTON

CODE OF STUDENT LIFE

1984-1985

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UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

CODE OF STUDENT LIFE

PREFACE

The Code of Student Life outlines the rights and responsibilities and expected levels of conduct of students in the University community. The purpose of the rules outlined is to prevent abuse of the rights of others and to maintain an atmosphere in the University community appropriate for an institution of higher education. Materials included will help student organizations and members of the University desiring to use University facilities gain a better understanding of responsibilities of various boards and committees and understand student rights and responsibilities. Sections in the code cover academic concerns (grievances and standards) and student conduct and appeals.

The Code of Student Life will be published periodically. Interpretations of sections within the Code may be requested by contacting the Vice Chancellor for Student Affairs.

Rules included in the Code are subject to amendment or revision. Any member of the University community may submit amendments or revisions to the Vice Chancellor for Student Affairs for consideration. The Vice Chancellor for Student Affairs will ask the Student Affairs Committee, a standing advisory committee of the Faculty Senate, to make recommendations. The Vice Chancellor for Student Affairs will then make his/her recommendations to the Chancellor for final consideration.

Students at the University of North Carolina at Wilmington are subject to, and enjoy the protections of, the Constitutions and laws of the United States and of North Carolina, as well as the Code of the Board of Governors of The University of North Carolina and relevant policies of the Board of Governors and of the Board of Trustees of the University of North Carolina at Wilmington. This "Code of Student Life" is interpreted by reference to these sources of law. The following sections of the University Code should be noted especially:

SECTION 600. FREEDOM AND RESPONSIBILITY IN THE UNIVERSITY COMMUNITY.

(1) The University of North Carolina is dedicated to the transmission and advancement of knowledge and understanding. Academic freedom is essential to the achievement of these purposes. The University therefore supports and encourages freedom of inquiry for faculty members and students, to the end that they may responsibly pursue these goals through teaching, learning, research, discussion and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors.

(2) The University and each constituent institution shall protect faculty and students in their responsible exercise of the freedom to teach, to learn and otherwise to seek and speak the truth.

(3) Faculty and students of The University of North Carolina shall share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of the academic community are respected.

SECTION 608. STUDENTS' RIGHTS AND RESPONSIBILITIES.

(1) . . . No constituent institution shall abridge either the freedom of students engaged in the responsible pursuit of knowledge or their right to fair and impartial evaluation of their academic performance.

(2) All students shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth and freedom of each member of the academic community are respected.

(3) In applying regulations in the area of student discipline, each constituent institution shall adhere to the requirements of due process as set forth in Section 502 D(3) of this Code.

SECTION 502 D(3). RELATION OF THE CHANCELLOR TO THE CONSTITUENT INSTITUTIONS.

Subject to any policies or regulations of the Board of Governors or of the Board of Trustees, it shall be the duty of the Chancellor to exercise full authority in the regulation of student affairs and in matters of student discipline in the institution. In the discharge of this duty, delegation of such authority may be made by the Chancellor to faculty committees and to administrative or other officers of the institution, or to agencies of student government, in such manner and to such extent as may by the Chancellor be deemed necessary and expedient. In the discharge of his duty with respect to matters of student discipline, it shall be the duty of the Chancellor to secure to every student the right of due process and fair hearing, the presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against him and the right to such advice and assistance in his own defense as may be allowable under the regulations of the institution as approved by the Chancellor. In those instances where the denial of any of these rights is alleged, it shall be the duty of the President to review the proceedings.

* * * * *

The UNCW Faculty and Student Senates have endorsed the "Joint Statement of Rights and Freedoms of Students" (Appendix A), which is applicable to UNCW to the extent consistent with the various sources of law identified above.

SECTION 1 - STUDENT ORGANIZATIONS

I-1 Introduction

Students bring to the University a variety of interests previously acquired and develop many new interests as members of the academic community. Students at UNCW are free to organize and join associations to promote their common interests. Student organizations wishing to be registered with UNCW must form and operate in compliance with University policies. This section outlines University policies pertaining to the formation and operation of student organizations including actions which may be taken by the University for noncompliance with these policies.

I-2 Student Organizations Committee

A. Student Organizations Committee (SOC), a standing advisory committee of the Chancellor, has review and recommending responsibility to the Chancellor for all student organizations, including registration of UNCW student organizations. Student governmental bodies do not fall within the definition of a student organization. The Committee has eleven members: five students appointed by Student Senate for one-year renewable terms, five faculty appointed by the Chancellor for three-year terms, and the Student Activities Adviser (Ex officio, non voting). The Dean of Students serves as an adviser without vote.

B. Responsibilities of the committee include:

1. Formulating policy with the approval of the Chancellor for registration of UNCW student organizations and review, approve, and revoke registration of student organizations.
2. Serving as an appellate body for hearing disputes within and between registered student organizations with authority to lessen but not increase sanctions imposed or recommended by other bodies. SOC may refer a case to the original hearing body for a rehearing.
3. Considering appeals that pertain to registration procedures.

I-3 Applying for Registration as a Student Organization

A. Students planning to develop a student organization must register their intent in writing with the Student Activities office in the University Union. Groups which have filed this intent to organize form shall be granted use of University facilities for organizational meetings. If a proposed constitution is not submitted to the Student Activities office within one month of filing the intent to register form, permission for use of University facilities and services will be terminated (see Section IV).

B. The Student Activity Adviser's Office will provide a current copy of SOC guidelines outlining registration procedures for student organizations. These guidelines detail criteria for student membership.

C. When a group is ready to apply officially to SOC for registration, it must submit twelve copies of its constitution to the secretary of the Committee in the Office of the Student Activities Adviser. The

Committee will meet with the student organization and review its constitution. If the constitution is approved, the organization is an officially registered UNCW student organization.

I-4 Rights of Registered Student Organizations

A. A registered organization is entitled:

1. To be listed as a registered student organization. Only student organizations registered by SOC may use the name of the University or an abbreviation of it as a part of their name. Student organization sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed by UNCW.
2. To sponsor or present a public event on University property. Organizations undertaking this activity should consult with the Student Activities office for a statement of policy.
3. To raise funds or make other permissible solicitations on University property in accordance with University policy (see section IV-4).
4. To reserve the use of University facilities (see sections IV and VI-3).
5. To be eligible for possible funding by the UNCW Student Government Association according to Student Government guidelines.

B. Policies and actions of a student organization will be determined by those persons who hold bona fide membership in the organization.

C. Student organizations, including those affiliated with an extramural organization, shall be limited to members of the University community without respect to race, sex, creed, disability or national origin except for fraternities and sororities which may limit participation on the basis of sex (see Appendix B).

I-5 Duties of Registered Organizations

A registered organization must:

- A. Furnish to the Student Activities office at the beginning of each semester a complete list of adviser(s) and officers or other members of the organization who are authorized to speak for or represent the organization in its relations with the University and who are authorized to receive for the organization official notices, directives or information from the University. Each such list shall be kept current and accurate throughout the semester by the organization.
- B. Keep on file with the Student Activities office a current copy of its SOC approved constitution.
- C. Use a UNCW account for deposit and use of funds if any organization uses UNCW funding, collects dues and/or sponsors on-campus, fund-raising events.

D. If it advertises or promotes events or activities, do so in a manner that does not suggest falsely that the event or activity is sponsored by the University.

E. Plan and conduct activities furthering the purpose of the group as stated in its constitution.

F. Schedule events with the Student Activities office in order to minimize program conflict.

I-6 Annual Review of Organizations

A. Annually before November 1, the Student Activities office shall review the status of all organizations to determine whether they meet eligibility requirements specified previously and are conducting their affairs in accordance with SOC guidelines and policies outlined in this Code.

B. If the Student Activities office determines that an organization is ineligible for registration, is inactive, or conducts its affairs in violation of University regulations or administrative rules, he/she shall notify the organization in writing of each deficiency and shall provide a copy of this correspondence to the chairperson of the SOC committee and the Dean of Students. If the organization fails or refuses to attempt to remedy each deficiency on or before the tenth class day after the date of the notice, the Student Activities office shall prepare a complaint based on the deficiency and forward it to the Student Organizations Committee for a determination of the student organization's registration status. SOC will follow the conduct review outlined below.

I-7 Conduct Review

A. A conduct review of any organization may be initiated by the Dean of Students or designee at the request of any registered campus organization, staff member, faculty member, or student. Prior to disciplinary action or sanction, the Dean of Students or designee shall investigate the alleged violation. After completing a preliminary investigation, the Dean or designee may:

1. Find no basis for complaint and dismiss the allegation as unfounded; or
2. Summon the officers of the organization for a conference and,
3. Either dismiss or proceed administratively by informing the organization of the following options for resolution of the disciplinary charges.
 - a. Plead not guilty to the charge(s) and have a regular hearing before the Student Organization Committee (SOC) where a determination of violation will be made. If a student organization is held responsible by the SOC, an appropriate sanction will be determined.
 - b. Plead not guilty to the charge(s) and request an administrative hearing before the Dean of Students or designee where determination of violation will be made. If a student

organization is held responsible by this administrative hearing officer, an appropriate sanction will be determined.

c. Plead guilty to the charge(s) and elect for the SOC to determine an appropriate sanction.

d. Plead guilty to the charge(s) and elect for an administrative hearing before the Dean of Students or designee to determine an appropriate sanction. The Dean of Students or designee must agree to hear the case.

4. A student organization choosing a regular hearing before the SOC has a right of appeal of the SOC decision to the Chancellor. A student organization choosing an administrative hearing before the Dean of Students or designee has a right of appeal to SOC and then to the Chancellor.

B. The Dean of Students and the Student Organizations Committee have the following disciplinary sanctions for dealing with groups that have been found in violation of University policies.

1. Oral Reprimand - An oral statement of disapproval.

2. Written Reprimand - A written reprimand involves a status of warning through the end of the next full semester, which terminates automatically when the imposed period expires.

3. Disciplinary Probation - Disciplinary probation involves a status of probation through the end of the next two full semesters, which terminates automatically when the imposed period expires.

4. Suspension - Suspension involves withdrawal of student organization registration through the end of the next full semester, and ordinarily carries with it conditions which must be met for re-registration. Suspension ordinarily is followed by a status of probation through the end of the following full semester, which terminates automatically when the imposed period expires.

5. Indefinite Suspension - Indefinite suspension involves withdrawal of student organization registration through the end of at least the next two full semesters, and ordinarily carries with it conditions which must be met for re-registration. Re-registration after an indefinite suspension requires that: the organization apply to the Dean of Students at the close of the imposed period; the Dean determine whether the organization has met the conditions imposed; and the Dean then consult with the SOC and either grant or deny the application for re-registration. A denial may be appealed to the SOC.

C. SOC or the Dean as part of the disciplinary process may impose specific conditions and/or require the student organization to make restitution for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

D. Specific cases involving UNCW campus organizations that require immediate action shall be handled by the Vice Chancellor for Student Affairs. Action taken by the Vice Chancellor for Student Affairs may be appealed by the student organization to the SOC within five class

days. Action taken by SOC may be appealed by the student organization to the Chancellor within five class days.

E. An appeal as outlined above to each body shall be made in writing on or before the fifth class day after the decision of the appellate body. The notice shall contain the organization's name, date of decision or action, if any, and the name of the organization's representative, if any. All parties involved shall receive notification of the appeal and subsequent actions.

SECTION 11 - STUDENT CONDUCT AND APPEALS

11-1 Student Standards of Conduct

Students share in the responsibility for maintaining an environment in which the rights of each member of the academic community are respected. All students shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth and freedom of each member of the academic community are respected. (See Sections 600(3) and 608(2) of the University Code, quoted in full in the Preface to this "Code.")

A. Financial Transactions with the University

1. The Financial Services Office (Business Office) is responsible for matters relating to student financial transactions. Students who owe debts to the University may be denied enrollment or readmission and may have official transcripts withheld until the debt is paid. Students who write insufficient fund checks to the University for registration fees may have their registration cancelled. Checks written to the University for purposes other than obligations to the University that are returned for insufficient funds may be the basis for legal and/or disciplinary action against the student issuing the check.

2. The Student Financial Aid Office reserves the right to revise or cancel student financial aid awards because of unauthorized changes in a recipient's enrollment status, inability to demonstrate satisfactory progress in his/her course of study, or failure to comply with written policies and procedures published by the Financial Aid Office.

B. Offenses

Notwithstanding actions taken by civil authorities, the Vice Chancellor for Student Affairs or his/her designee may initiate disciplinary proceedings as outlined in Section 11-2 against a student who violates this "Code" or other applicable rules, including a student who:

1. Damages, defaces or destroys University property or property belonging to the University community or a visitor to the campus.

2. Unlawfully takes University property or property of any other person.

3. Illegally uses, possesses, and/or sells a drug or narcotic. Students are expected to abide by local ordinances, state and federal laws regarding the consumption or possession of drugs (see Appendix H).

4. Possesses firearms or other weapons on University property or at an event sponsored or supervised by the University or any recognized University organization (see Appendix C).

5. Conducts himself/herself in a manner that significantly interferes with the operations of the University (see Appendix G).

6. Conducts himself/herself in a manner that significantly endangers the health or safety of members of the University or visitors on the campus.

7. Tamper with fire equipment on the UNCW campus or sets a fire in or on University property.

8. Possesses or uses any explosive device including but not limited to firecrackers, cherry bombs, bottle rockets and dynamite.

9. Possesses and uses an alcoholic beverage on campus in violation of State law and/or fails to abide by University policy on consumption and advertising of alcoholic beverages (see Appendix D and Appendix E).

10. Engages in hazing. Hazing by University groups is prohibited on or off campus. Hazing is defined in Appendix F.

11. Inflicts or threatens bodily harm upon any person while on University premises, acts in a manner which creates a risk of bodily harm to any person who is on University property including but not limited to throwing objects from buildings and threatens use of force to inflict bodily harm upon any person who is on University property.

12. Forges, alters, destroys or misuses University documents and records. Violations include but are not limited to forgery of applications for financial aid, admission, course changes and course credit, or alterations of transcripts or student identification cards.

13. Gains unauthorized entry to any University building and possesses unauthorized keys to University buildings. The duplication of a key issued to a student by the University is prohibited.

14. Gambles for money or other items of value; this includes playing of cards or other games of chance or skill for money or other items of value.

15. Lends, sells, or otherwise transfers a student identification card; uses a student I.D. and/or meal card if not its original holder.

16. Demonstrates and/or assembles in violation of North Carolina General Statutes 17-132.1 or the consolidated University "Policies, Procedures, and Disciplinary Actions in Case of Disruption of Educational Process" (see Appendix G).

17. Misuses a University computer in violation of rules and regulations of the University Computing Center.

18. Misuses University telephones--this includes use of University phones, including dainlines, without consent of those responsible for their control.

Please refer to Appendix G for a statement of University Policies, Procedures, and Disciplinary Action in Cases of Disruption of the

Educational Process. This statement was adopted by the UNC Board of Trustees on October 27, 1970.

C. Identification of Students on Campus

1. In order to protect the safety and welfare of students and employees of the University and to protect the property of the University, all persons at events or on property under the jurisdiction of the University shall identify themselves to an appropriate institutional representative who has identified himself/herself. A person identifies himself/herself by giving his/her name and complete address and stating truthfully his/her relationship to the University to an appropriate University official. A person may be asked to present some form of identification.

2. If any person refuses or fails upon request to present evidence of his/her identification and it reasonably appears that the person has no legitimate reason to be on the campus or in the facility, the person may be ejected from the campus or facility.

II-2 Initiation of Disciplinary Proceedings and Administrative Disposition

Under the direction of the Chancellor and through the Vice Chancellor for Student Affairs, the Dean of Students Office has primary responsibility and authority for the administration of student discipline. Further delegation of this authority may be made by the Dean of Students Office to residence hall staff and/or disciplinary bodies within the residence hall living environment, such as residence hall or Greek Council, or to disciplinary bodies of Student Government.

A. Filing Complaints

1. Any academic or administrative official, faculty or staff member or student may file a verbal or written complaint with the Dean of Students Office against any student for misconduct.

2. While action on a complaint of violating a University regulation is pending, the status of the student shall not be altered except for reasons outlined in Section II-2-D.

B. Preliminary Investigation

When the Dean of Students receives information that a student has allegedly violated University regulations or local, state, or federal law, the Dean shall investigate the alleged violation. After completing a preliminary investigation, the Dean may:

1. Find no basis for the complaint and dismiss the allegation as unfounded, or

2. Summon the student for a conference and then either dismiss the allegation, or

3. Proceed administratively by informing the student of the following options for resolution of the disciplinary charges:

a. Plead not guilty to the charge(s) and have a regular hearing before the Campus Judicial Board (CJB) where a determination of

the responsibility will be made. If the student is held responsible by the Campus Judicial Board (CJB), an appropriate sanction will be determined.

b. Plead not guilty to the charge(s) and request an administrative hearing before the Dean of Students or designee where determination of responsibility will be made. If the student is held responsible by this administrative hearing officer, an appropriate sanction will be determined.

c. Plead guilty to the charge(s) and elect for the Campus Judicial Board (CJB) to determine an appropriate sanction.

d. Plead guilty to the charge(s) and elect for an administrative hearing before the Dean of Students or designee to determine an appropriate sanction. The Dean of Students or designee must agree to hear the case.

4. A student choosing a regular hearing before the CJB has a right of appeal of the CJB decision to the Chancellor. A student choosing an administrative hearing before the Dean of Students or designee has a right of appeal to CJB and then to the Chancellor.

5. If a student requests an administrative hearing before the Dean of Students or designee, at this point the student may waive all or part of the written notice requirements that follow. The student may also waive the number of days specified from the original date of the charge letter and proceed with the hearing. If the student chooses an administrative hearing, the Dean of Students or designee shall provide him/her:

a. A written notice of the charge(s) and an outline of rights. In the event that additional charges are brought, a further written notice must be forwarded to the student. These notices are sent via certified mail.

b. Review of all available information, documents, exhibits, and a list of witnesses that may testify against him/her. This is a continuing obligation of the complaining party and the Dean of Students or designee.

c. Choice between a closed hearing or one open to members of the University community.

d. Choice between an Administrative or Campus Judicial Board (CJB) hearing.

e. Assistance by an adviser of the student's choice. The adviser, upon request of the student, may:

1. Advise the student concerning the preparation and presentation of his/her case

2. Accompany the student to all judicial proceedings

3. Have access to all materials relating to the case

f. A written notice of time, place, and format of the hearing forwarded to the accused at least five class days prior to the

hearing. Unless the student waives all or part of the notice, the formal hearing will not be held less than five class days from the date of the original charge letter, unless the student charged waives this 5 day time limit.

g. A prehearing interview with the Dean of Students or designee where all these rights, responsibilities and procedures are explained.

C. Summoning a Student for a Conference

1. Should a student not appear when requested by the Dean of Students or designee, the Dean of Students or designee may formally summon a student to appear for a conference in connection with an alleged violation by sending him/her a letter by certified mail, return receipt requested, addressed to the student at his/her campus mailbox.

2. The letter shall direct the student to appear at a specified time and place not less than three class days after the receipt of the letter. The letter shall also describe briefly the alleged violation.

3. If an accused student fails to respond to a charge letter and the required prehearing interview, the accused student forfeits the above options and will be notified by certified letter, sent at least seven days before a hearing before the Dean of Students or designee or, at the option of the Dean of Students, the CJB. At this hearing a decision of guilt or innocence will be made based on available information, with or without the accused student. When appropriate, a sanction will be determined and the student will be notified in writing.

D. Summary Suspension

1. Summary suspension is an action requiring that a student immediately leave the campus and University property. It may be imposed upon a student by the Vice Chancellor for Student Affairs or his designee when there is reasonable cause to believe, based on available facts, that the student is an immediate threat to the safety of himself, other members of the University community or University property.

2. Any student who is suspended on a summary basis and returns to the campus and University property during the suspension shall be subject to further disciplinary action and may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g., to take an exam, to consult with the Dean of Students, or to participate in the disciplinary procedures against him/her) may be granted in writing by the Dean of Students or his/her designee.

3. When a student is suspended on a summary basis, he or she is given notice containing the reasons for suspension, the duration and any conditions that apply, and a copy of this summary suspension policy. A student notified of such summary suspension may, within ten class days of the written notice of suspension, request through the Dean of Students or designee a regular hearing before the CJB to determine the innocence or guilt of the student charged and the appropriate sanction and whether the conditions of the Summary

Suspension should continue. This regular hearing, where normal procedures apply, before the Campus Judicial Board shall normally be conducted within five class days of the student's request for a hearing.

II-3 Campus Judicial Board

A. Campus Judicial Board

1. When a student requests a regular hearing before the Campus Judicial Board or when a case is referred automatically by the Dean of Students or his designee, the Campus Judicial Board (CJB) becomes involved. CJB is a board of student government composed of eight members. The Vice Chancellor for Student Affairs serves as the adviser to CJB. The members are:

- a. Two students appointed by the president of the Student Government Association
- b. Two students appointed by the vice-president of the Student Government Association
- c. Two students appointed by Student Senate
- d. Two faculty members appointed by the Faculty Senate

2. The chairperson and vice-chairperson of the CJB shall be appointed by the president of the Student Government Association with the approval of the Student Senate.

3. Quorum - A quorum shall consist of four student members and one faculty member. During summer sessions a quorum shall consist of three students and one faculty member.

4. Selection

- a. CJB members will be appointed by May 1 each year. Members serve a one-year term.
- b. Should any vacancies occur during the course of the year the CJB described above shall fill the seat.
- c. Members of the CJB become active members only after they have been trained by the Dean of Students office.

5. Jurisdiction of CJB

- a. CJB is the highest disciplinary hearing body of the University
- b. CJB has appellate power to review decisions of disciplinary bodies and of the Dean of Students or designee with authority to lessen but not increase the sanction imposed or recommended by other bodies. CJB may refer a case to the original hearing body for a rehearing.
- c. CJB may have, at the request of the student, original jurisdiction in disciplinary cases.

B. Procedural Standards for CJB Cases

1. All matters upon which the decision may be based must be introduced into evidence at the hearing before CJB. The decision shall be based solely upon such matters and must be supported by the evidence.
2. All evidence will be admitted except that which is irrelevant or repetitious or which is obtained in violation of the search-and-entry provisions appearing in Section VII-5-H of this code.
3. CJB records will be confidential and may be released only with the consent of the student involved. A written record of the proceedings and action taken will be filed with CJB.
4. No member of the hearing body who has a personal interest in the particular case may sit in judgement during that proceeding. In such cases in which a member cannot serve due to a conflict of interest, a temporary member may be appointed by the excused member's regular appointing authority to serve for the duration of the hearing.

C. Hearings before CJB

1. Prior to a hearing, the accused student is entitled to:
 - a. A written notice of the charge(s) and an outline of rights. In the event that additional charges are brought, a further written notice must be forwarded to the student. These notices are sent via certified mail.
 - b. Review all available information, documents, exhibits, and a list of witnesses that may testify against him/her. This is a continuing obligation of the complaining party and the Dean of Students or designee.
 - c. Choose between a closed hearing or one open to members of the University community.
 - d. Choose between an administrative or Campus Judicial Board (CJB) hearing.
 - e. Be assisted by an adviser of choice. The adviser upon request of the student may:
 1. Advise the student concerning the preparation and presentation of his/her case
 2. Accompany the student to all judicial proceedings
 3. Have access to all materials relating to the case
 - f. A written notice of time, place, and format of the hearing forwarded to the accused at least five class days prior to the hearing, unless the student waives all or part of the notice. The formal hearing will not be held less than five class days from the date of the original charge letter, unless the student charged waives the limit.

g. A prehearing interview with the Dean of Students or designee where all these rights, responsibilities and procedures are explained.

2. Duties of CJB - In those cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by CJB. CJB will:

a. Determine that the Dean has satisfactorily performed the requirements of Section II-3-C-2.

b. Rule on the admissibility of evidence, motions and objections to procedures; render a written decision as to the accused student's guilt or innocence of the charges; set forth findings of fact; determine the penalty if any; and provide the Dean and student with the copy of a decision.

3. Duties of the Dean of Students - The Dean shall:

a. Consult the CJB in setting the date, time and place for the hearing.

b. Assist CJB in summoning witnesses and preparing evidence that is requested by CJB.

c. Notify the student by letter of the date, time and place for the hearing. The Dean shall send the letter by certified mail, return receipt requested, to the student at his/her campus mailbox. If the student charged is an unemancipated minor (under 18 years of age), a copy of the letter may be sent to his/her parent or guardian. The letter shall specify a hearing date not less than five class days after the date of the receipt of the letter. A student may request in writing that an earlier date be set, if feasible. The CJB, for good cause, may postpone the hearing and notify all interested persons of the new hearing date, time and place.

d. A letter mailed under part 3 shall:

1. Direct the student charged to appear at a date, time and place specified.

2. Advise the student of his/her rights:

a. To appear in person, hear all testimony, and present any relevant information in his/her behalf, call witnesses, ask questions of any person present at the hearing.

b. To elect not to appear at the hearing. The hearing then shall be conducted in the student's absence.

c. To a closed or open hearing.

d. To be assisted by an adviser of choice.

e. To refuse to answer any questions or make a statement—however, the hearing authority then shall make its decision solely on the basis of information introduced at the hearing.

f. To be judged guilty only upon a finding that is based on the information introduced at the hearing.

g. To know the identity of witnesses who will testify against him/her.

h. To question each witness who will testify against him/her for the purpose of clarification.

i. To have all statements, information or comments given during the hearing held in strictest confidence by members of the board before, during and after deliberation. Only those faculty and staff with an educational need to know will be informed of the outcome. The chairperson will exercise control over the hearing to avoid needless consumption of time, to avoid repetition of information and to prevent the harassment or intimidation of participants.

j. To have hearings conducted in an informal manner where technical rules of evidence will not be applied. The taking of statements of witnesses may be done by discussion, though each witness shall be subject to cross-examination. Witnesses (except for the accused) shall be present during the hearing only during the time they are testifying. While written statements are admissible, no one shall be convicted who has not had the opportunity to confront and cross-examine the principal accuser and/or victim.

k. To have a copy of the secretary's record of the hearing.

l. To appeal as outlined in Section II-3-D.

3. Contain the name of the person appointed to act as chairperson of the CJB.

4. Contain the names of witnesses who will testify against the student and a description of evidence and charges that will be offered against him/her.

5. Contain a copy of the complaint.

6. Notify the defendant that the Dean may question a student testifying in the defendant's behalf or question the defendant if he/she testifies in his/her own behalf.

4. If a student fails, without good cause, to comply with the letter sent under this section, CJB may proceed with the hearing in the student's absence, as has been outlined previously.

5. Hearing Procedure - CJB shall proceed generally as follows during the hearing:

a. The student states whether the hearing is to be open to the public or closed. If the hearing is to be open to the public, the student shall sign a written statement to that effect.

b. The chairperson of CJB reads a complaint and informs the student charged of his/her rights as listed in Section II-3-C.

- c. The Dean presents the University's case.
- d. The student presents his/her defense.
- e. The Dean and the student defendant present rebuttal evidence and arguments.
- f. CJB deliberates and decides the issue of guilt or innocence.
- g. If CJB finds the student charged guilty, the Dean and student charged may present evidence and argument on an appropriate penalty.
- h. CJB deliberates and determines an appropriate penalty.
- i. CJB renders a written decision as to the accused student's guilt or innocence of charges. The decision states the penalty, if any, and procedures for appeal. The accused student and Dean of Students shall each be given a copy of the decision.

6. Hearing Record - The hearing record is confidential and consists of:

- a. A copy of the notice forwarded to the student
- b. A written summary of the hearing together with all documentary and other evidence offered or admitted in evidence
- c. Written motions, pleas and any other material considered by CJB
- d. The decisions of CJB

D. Appealing a CJB Decision

- 1. The accused student may appeal the decision of CJB directly to the Chancellor of the University.
- 2. An appeal of a decision of CJB shall be made by giving written notice to the Chancellor and to the Vice Chancellor for Student Affairs up to five days after the decision or action appealed was announced. The request for appeal shall be by memorandum. The memorandum must state the reason(s) for believing the decision of the CJB to be improper. The memorandum shall contain the student's name, the date of the decision or action, if any, and the name of the student's representative, if any.
- 3. Notice of an appeal given by student defendant suspends the imposition of penalty until the appeal is finally decided, but interim action may be taken as authorized in Section II-2-D.
- 4. The Chancellor may approve, reject or modify the decision in question or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision. The Chancellor's decision must be forthcoming within ten class days of the date of the appeal. The action of each reviewing authority shall be communicated in writing to the student and to the Dean of Students.

5. The decision of the Chancellor of the University may be appealed to the Board of Trustees of the University within ten class days of the date of the written decision was sent.

II-4 Authorized Disciplinary Sanctions

A. Levels of University disciplinary sanctions are:

1. Oral Reprimand - An oral statement of disapproval.
2. Written Reprimand - A written reprimand involves a status of warning through the end of the next full semester, which terminates automatically when the imposed period expires.
3. Disciplinary Probation - Disciplinary probation involves a status of probation through the end of the next two full semesters, which terminates automatically when the imposed period expires. In the event of a further violation of this "Code" or other applicable rules while on disciplinary probation, the University will seek the penalty of suspension.
4. Suspension - Suspension involves withdrawal of enrollment privileges and cancellation of registration through the end of the next full semester, and ordinarily carries with it conditions which must be met for re-enrollment.
5. Indefinite Suspension - Indefinite suspension involves withdrawal of enrollment privileges and cancellation of registration through the end of at least the next two full semesters, and ordinarily carries with it conditions which must be met for re-enrollment. Re-enrollment after an indefinite suspension requires that: the organization apply to the Dean of Students at the close of the imposed period; the Dean determine whether the student has met the conditions imposed; and is otherwise eligible for re-enrollment; and the Dean then consult with the CJB and either grant or deny re-enrollment. A denial may be appealed to the CJB.

B. The CJB or the Dean, as part of the disciplinary process, may impose specific conditions (e.g., requirement of student to reimburse for damage to or destruction or misappropriation of University property or property of any person, restitution in the form of appropriate service to be performed, forfeiture of student I.D. to the Dean of Students Office for a specific period of time). Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages. As part of the conditions established by the CJB, a student may be denied access to a residence life area or evicted from University housing.

C. Residence Hall Conduct Committees and Greek Council may impose an oral reprimand, written reprimand or disciplinary probation, but may not impose the disciplinary penalty action of suspension or indefinite suspension. These student conduct boards may only recommend but not impose the disciplinary penalty action of suspension. Student dismissal from the residence hall system may be imposed by the Dean of Students upon the recommendation of a Residence Hall Conduct Board.

II-5 Disciplinary Records

A. A hearing record, notice of appeal and each petition for review are confidential and may not be disclosed in whole or part except as provided in Section 3-4. This disciplinary record shall be separate from the student's academic record but shall be considered a part of the student's educational record.

B. Suspension or indefinite suspension are the only disciplinary actions reflected in the official transcript of the student. At the Dean's direction, the Registrar shall place on the student's permanent academic record the word "Hold." The Registrar shall remove the notation when the penalty expires or has been terminated.

SECTION 111 - STUDENT RECORDS

III-1 Introduction

The Family Rights and Privacy Act of 1974, (also known as "FERPA" or the "Buckley Amendment") is a Federal law which states (a) that a written institutional policy must be established, and (b) that a statement of adopted procedures be made available, covering the privacy rights of students. The law provides that the institution maintain the confidentiality of student educational records as defined in the statute.

III-2 Educational Records

A. "Educational Records" include records directly related to a student which are maintained by UNCW. Education records do not include: records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; records of the law enforcement unit; student health records; employment records or alumni records. These records are not necessarily available to a student, but health records may be reviewed by physicians of the student's choosing.

B. The University of North Carolina at Wilmington accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose, any information from students' "education records" without the written consent of students, except to: authorized personnel within the institution; officials of other institutions in which students seek to enroll; persons or organizations providing students financial aid; accrediting agencies carrying out their accreditation function; and authorized researchers who provide for confidentiality of the records; in compliance with a judicial order; and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

C. Within The University of North Carolina at Wilmington community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the following offices:

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|---------------------|---|
| a. Admissions | f. Vice Chancellor Student Affairs |
| b. Financial Aid | g. Vice Chancellor Academic Affairs |
| c. Placement | h. Dean of Students |
| d. Registrar | i. Academic personnel within the limitations of their "need to know." |
| e. Business Affairs | |

III-3 Directory Information

A. At its discretion, the institution may provide to the public, without prior approval, "Directory Information" in accordance with the provisions of the Act, to include: student name, local and permanent address, telephone number, date and place of birth, major field of study, date of attendance, degrees and awards received, participation

in officially recognized activities and sports, and weight and height of members of athletic teams.

B. Students may withhold Directory Information from public disclosure by notifying the Registrar in writing in a signed and dated statement. If this statement is not received in the Office of the Registrar prior to the day of registration, it will be assumed that the above information may be discharged for the remainder of the current semester or term. A new form for non-disclosure must be completed each semester or term.

III-4 Inspection and Review of Records

A. The law provides students with the right to inspect and review (within forty-five days of request) information contained in their education records (as defined above), to challenge the contents of their education records and to have a hearing if the outcome of the challenge is unsatisfactory (see below), and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable.

B. The Registrar has been designated by the institution to coordinate the inspection and review procedures for student education records. Such records are maintained at several locations on the campus. The locations are shown in Appendix I, together with the title of the official to be contacted for access to the records. A written request may be required. Students wishing to review their education records must make written requests to the administrator shown there. If the student is uncertain as to the location of a particular record, a written request should be addressed to the University Registrar listing the item or items of interest.

C. Students may have copies made of their records unless a financial, academic, or disciplinary "hold" has been placed on the record by an appropriate University official. Such copies will be made at the student's expense at a cost of .10 per page with the exception being a student transcript which will cost \$1.00.

D. Students may not inspect and review the following, as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

III-5 Amendment of a Student Record

A. If a student believes that the information contained in his/her education records is inaccurate or misleading, or that it violates privacy or other rights, the student may request that the University amend the record. Such request shall be in writing addressed to the Registrar, and shall specify the amendment sought.

B. The Registrar or his or her designee shall, within 30 days after receiving the student's request, and after consulting with appropriate University officials, decide whether the record will be amended in accordance with the request, and inform the student. If the decision is to refuse to amend the record in accordance with the request, that Registrar shall simultaneously advise the student that he or she may request a hearing to challenge the content of the education record to ensure that the information thereon is not inaccurate, misleading or otherwise in violation of the privacy or the rights of the student.

C. If the Registrar receives a request for a hearing, he/she shall request that the Chancellor appoint a panel of three University faculty or staff members to conduct the hearing. Persons appointed shall be individuals who have no direct interest in the outcome of the hearing. The Chancellor shall designate the chair of the panel and shall provide the panel such assistance as he deems appropriate.

D. The chair of the hearing panel established as in Section C above shall notify the student and the Registrar of the date, time and place of the hearing at least five days before the hearing.

E. The student shall be afforded a full and fair opportunity to present evidence relevant to the issue whether the information in the student's education record is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The student may be assisted by individuals of his/her choice at his/her own expense, including an adviser.

F. The Registrar or persons appearing in his/her behalf shall be afforded a like opportunity.

G. The panel shall make its decision solely on the basis of the evidence presented at the hearing. The decision of the panel shall be in writing and shall include a summary of the evidence and the reasons for the decision.

H. If the opinion of the panel is that the information in the student's record is inaccurate, misleading or otherwise in violation of the privacy or other rights of students, the Committee shall forward to the Chancellor its written recommendation. The Chancellor will forward to the student his decision in ten class days.

I. If the panel decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the student of the right to place in the education record a statement commenting on the records and setting forth the reasons for disagreeing with the agency or institution. Such statement shall thereafter be maintained as part of the education record and thereafter disclosed to any party to whom the contested record is disclosed.

J. If the student believes that the procedures determining the challenge were unfair or not in keeping with FERPA requirements, he/she may direct a written appeal to the Chancellor.

K. Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act may request in writing, assistance from the President of the institution.

Further, students who believe that their rights have been abridged, may file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, D.C. 20201, concerning the alleged failures of University of North Carolina at Wilmington to comply with the Act.

For further information, students may consult the University Registrar, who has available copies of the statute and the Department of Education's regulations.

SECTION IV - USE OF UNIVERSITY FACILITIES

The University permits the orderly use of facilities by student organizations to further the educational process. Organizations desiring to use a University facility must comply with certain University policies and procedures so that institutional property may be protected and that the facility use is consistent with this designated intent. "Facility" is defined as meaning a physical education facility, classroom, lecture hall, housing and food service facilities, auditorium, University Union, other building or outdoor area on campus. University activities shall be given priority in use of facilities over outside groups.

IV-1 Reserving Space

A. Student organizations registered by the Student Organizations Committee (SOC) and other University related groups desiring to use space must obtain permission from appropriate University officials. Students desiring to form a new organization are permitted limited use of University space for organizational meeting purposes only (see Section I-3).

B. The University Union Scheduling Coordinator is responsible for facilities information and maintaining a listing of contact officials for the reservation of University facilities. Listed below are the contact offices for reservation of University facilities.

1. Physical education/recreational facilities - Office of the Director of Athletics
2. Classrooms, lecture halls, housing and food service facilities (off-campus groups requesting use) - Office of the Director of Special Programs
3. Randall Library Auditorium - Office of the Director of Library Services
4. Kenan Auditorium - Office of the Manager of Kenan Auditorium
5. University Union - Office of the Director of University Union
6. Outdoor areas on campus - Dean of Students Office
7. Residence Halls - Director of Business Services

C. An organization or individual student wishing to reserve one of the University facilities listed above should contact the office identified. Procedures for use of facilities identified above can be reviewed in each office responsible for facility use.

D. Any peaceful assembly, protest, and demonstration where 50 or more people are expected to participate will be registered with the Dean of Students prior to the event. Whenever possible at least 24 hours lead time will be given.

E. If a request for use of a facility is not approved, the applicant will be given a statement of reasons for refusal.

F. Appeal of adverse decisions for use of University facilities may be made to the Facilities Use Committee composed of the Vice

Chancellors for Academic Affairs, Business Affairs, and Student Affairs. The Facilities Use Committee, subject to approval of the Chancellor, shall have authority to revise policies and procedures regarding the use of University facilities by University groups.

IV-2 Regulations Regarding Petitions, Handbills, Signs, Posters, Bulletin Boards, Booths, Banners and Other Promotional Activities

A. All posters, notices and other literature must be placed on bulletin boards designated for that purpose which are located throughout the campus. All bulletin boards or other means of posting materials are under the jurisdiction of the college, school, department or administrative office that maintains them.

B. General purpose bulletin boards outside of University buildings are provided at several locations. These bulletin boards may be used for commercial and informational purposes or for solicitation of charitable contribution. They may be used by any person or group without prior approval. Such bulletin boards bear the title "General Purpose." No posters or publicly distributed materials shall contain obscene, vulgar or libelous material, nor should any material be distributed which contains information in violation of any federal, state or local law or seeks unauthorized solicitation.

C. Distributors of literature must not obstruct traffic, harass, or interfere with bypassers, block entrances, disturb others with excessive noise, litter premises, or disturb or interfere with academic or institutional activities.

D. Postings and signs must be dated on the day of posting and normally should not remain beyond 14 days.

E. Notices should not be placed over existing posters; however, outdated material may be removed to make room for upcoming events.

F. In this section, "sign" includes billboard, decal, notice, placard, poster, banner or any kind of hand-held sign; and posting is defined as any means used for displaying a sign. A sign may not be:

1. Attached to a shrub or plant; a tree, except by string to its trunk; a permanent sign installed for another purpose; a fence or chain or its supporting structure; a brick, concrete or masonry structure; a sanctuary, monument or similar structure; or

2. Posted on or adjacent to a fire hydrant; on or between a curb and sidewalk; in a University building, except on the bulletin board, as provided in Section IV-2-A.

G. An outside booth is a table furnished by the University and temporarily installed for distributing petitions, handbills or literature, or for displaying signs, or for solicitation. A student or organization may install a booth after applying to the Dean of Students for permission on a form prescribed by the Dean.

H. Banners may be hung in the University Union in the foyer of the main entrance, the courtyard, the center staircase foyer, and outside the Union in the trees on the west side of the building. For specific requirements contact the University Union Director or Operations Director (room 214).

IV-3 Political and Religious Activity

A. Registered University organizations may sponsor activities on University property in behalf of a specific candidate for local, state or national political office.

B. Registered Student groups and student organizations associated for religious purposes may sponsor religious activities on University property with a person or group of persons who are not students, faculty or staff members.

IV-4 Solicitation Policy

Solicitation means the sale or offer for sale of any property or service and/or receipt of or request for any gift or contribution.

A. No solicitation shall be conducted in any building or structure on the campus of the University of North Carolina at Wilmington or on the grounds, sidewalks or streets on the campus of the University of North Carolina at Wilmington except by the agents or employees of the University acting in the official capacity of their agency or employment or by student government and/or registered student organizations, in accordance with this section on University policy.

B. Registered student organizations of the institution may collect membership fees or dues at meetings of such organizations scheduled in accordance with the facilities-use regulations outlined in this section.

C. There may be a collection of admission fees for an exhibition of films or other programs that are sponsored by the University, a recognized faculty group or a registered student organization and are scheduled in accordance with the facilities use regulations in this section.

D. Solicitation must be conducted in a way

1. That will not disturb or interfere with the regular academic or institutional programs being conducted on the campus

2. That will not interfere with the free and unimpeded flow of pedestrian or vehicular traffic or sidewalks, streets, or entrances to the campus buildings or common areas of campus buildings

3. That will not harass, embarrass or intimidate the person or persons being solicited

E. Charitable fund-raising campaigns conducted on campus by individuals, student organizations or nonstudent campus groups must be approved by the Dean of Students and must be in compliance with the North Carolina "Solicitation of Charitable Funds Act."

F. Student organizations and affiliated groups may conduct sales of goods only with the written approval of the Dean of Students. Approval will be granted under the following conditions:

1. The primary purpose of such sales will be to raise money for the benefit of the campus group or for charitable causes

2. All sales and sales promotions must be conducted by and only by members of the affiliated group

3. Sales and sales promotions must be conducted in space approved by the Dean of Students: (1) University Union and surrounding grounds, (2) Lower cafeteria lobby, (3) Mall area outside the cafeteria, and (4) Brooks Field. Other areas may be designated in special circumstances as determined by the Dean of Students.

4. Registered student organizations are required to provide a financial statement to the Student Activities office regarding the conduct of sales within 48 hours of the completion of the event.

5. Activities authorized by the University administration involving the sale of goods or services including but not limited to activities of the University bookstore personnel and representatives of educational-supply firms, are exempt from this policy.

G. Regulations for on-campus ticket sales are as follows:

1. An organization shall deposit all monies received from ticket sales in a regular University account.

2. In accordance with accounting procedures, an organization shall file with the Student Activities office a final report reconciling sales of tickets and names of recipients of complimentary tickets with all unused tickets.

3. All activities involving University funds or services are subject to University and state audit.

4. An organization should consult with the Student Activities office regarding fund-raising events. Tickets for fund-raising events shall indicate admission price, sponsoring organization and be prenumbered, unless they reserve specific seats for specific performances.

IV-5 Appeals Procedure

A. The student organization or group aggrieved by a decision covered by this section of the code is entitled to appeal to the office of the Vice Chancellor for Student Affairs by giving written notice on or before the 5th class day after the decision is announced. The notice shall contain the student's or organization's name and mailing address, a concise description of the complaint, the reasons for disagreeing with the decision and the date the decision was announced.

B. When notice of the appeal is received, the Vice Chancellor for Student Affairs shall delegate responsibility for hearing that appeal. The delegate shall provide the student organization with an opportunity for a hearing and the person or organization shall be notified at least one day before the date of the hearing.

C. The student or the organization may petition the Student Organization Committee (SOC) in writing, through the delegate, to review a decision which has been appealed. The Vice Chancellor for Student Affairs shall request SOC to review the appeal and make recommendations.

SECTION V - ACADEMIC HONOR CODE

The University of North Carolina at Wilmington is committed to the proposition that the pursuit of truth requires the presence of honesty among all involved. It is therefore this institution's stated policy that no form of dishonesty among its faculty or students will be tolerated. Although all members of the University community are encouraged to report occurrences of dishonesty, each individual is principally responsible for his or her own honesty. The following definitions and procedures are provided to help everyone realize the high value that is placed on academic integrity and the means that will be employed to insure its preservation.

V-1 Academic Dishonesty Offenses

Many forms of academic dishonesty are too obvious to require definition. Cheating on tests, providing or receiving unauthorized assistance, tampering with grades and records, stealing exams, and other similar misdeeds are patently dishonest and need no further discussion.

There is, however, one offense that has not always been subjected to the full disapproval it deserves, and that is plagiarism. Therefore, the following description is provided to make the policy of this institution clear.

Plagiarism is the act of taking the work of someone else and passing it off as one's own. It is doubly unethical, since it deprives the true author of his/her rightful credit and then gives that credit to one to whom it is not due. It is thus a form of thievery as well as fraud and is totally out of place in an institution of higher learning.

Since, in stealing the work of another, one can use it in different ways, there are different kinds of plagiarism. The following three kinds are described by Harold C. Martin and Richard M. Chmunn in their book The Logic and Rhetoric of Exposition (1963):

A. Word-for-word copying. Whenever someone else is directly quoted, honesty and courtesy require acknowledgement of the source. The quoted material should be placed in quotation marks and its exact location should be indicated, either in the text of the student's paper or in a footnote.

B. The mosaic. To intersperse a few words of one's own here and there while basically copying the work of another is obviously unethical, unless one clearly acknowledges that this is being done. Should there be a valid reason for doing so then quotation marks or a general footnote should be used to show what belongs to the source and what is one's own contribution.

C. The paraphrase. Once more the crucial point is acknowledgement. Sometimes one can paraphrase in order to simplify, abbreviate, or improve upon an original, but the reader deserves to know what is being presented to him and whose work it represents. Therefore, acknowledgement of the source is required within the text of the student's paper or by footnote.

In summary, the stated policy of the University of North Carolina at Wilmington on all these forms of plagiarism is clear: use of sources is always to be acknowledged.

V-2 Judicial System

In order to enforce the policy of academic integrity, a mechanism for handling violations is provided. To ensure justice and protect individual rights, a two-court system is employed.

A. Academic Court

1. The Academic Court consists of two students (elected by the Student Senate), two faculty members (appointed by the Chancellor for one-year terms following recommendations by the Steering Committee of the Faculty Senate), and the Vice Chancellor for Student Affairs. The Vice Chancellor for Student Affairs presides over this court.

2. An Attorney General and a Defense Attorney are appointed by the President of the SGA. A defendant may choose his/her own defense attorney, as long as the person selected is not a member of the court system.

B. Court of Appeals

The Court of Appeals is composed of the appropriate Academic Dean, the Dean of Students, the chairperson of the faculty, the President of the SGA, and the President of the Senior Class. The appropriate Academic Dean presides over this court.

C. General Court Rules

1. No individual can serve as a member of both of these courts.

2. The presiding officer of each court is responsible for maintaining records of each proceeding. The records are filed in the Student Affairs office.

3. The courts shall ensure the right of due process and fair hearing to every defendant, including the presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against him/her, and the right to advice and assistance in his/her own defense.

4. The presiding officer will appoint replacements in cases of conflict of interest or unavoidable absence.

5. The five justices decide by majority vote on the innocence or guilt of the defendant and also on the suggested penalty.

6. The defendant may appeal a decision of the Academic Court to the Court of Appeals. If he or she is found innocent by either of these courts, the case is, at that point, automatically closed, and the student is cleared unless additional evidence is disclosed.

7. Appeal by the plaintiff may be heard in the Court of Appeals only if the presiding officer of that court agrees that sufficient new evidence is available to warrant a new trial.

V-3 Judicial Procedure

A. Out-of-court settlement. When an instructor suspects a student of academic dishonesty, the first avenue of resolution may be private. If the penalty proposed by the instructor is acceptable to the student, the incident can be dropped. The instructor must, however, be sure the student is aware of his/her option to go through the courts. The instructor may let the court decide the case, at his/her discretion.

B. Initiating Court Action

1. The student Attorney General is contacted by either party. He/she is responsible for gathering data pertinent to the case.
2. After meeting with both parties, the Attorney General determines a mutually agreeable date for their appearance before the Academic Court.
3. The defendant must be allowed a reasonable time to prepare his/her defense. However, all cases should be handled expeditiously and court proceedings should be underway within two weeks of the initial charge.

C. Suggested Penalties for Proven Offenses

1. If the court finds the student innocent of the charge, the instructor involved must acknowledge the student's legal innocence and ensure fair treatment of the student.
2. If the defendant is found guilty of the charge, the court suggests a penalty, considering all circumstances in the case. Either failure in the course or suspension for the remainder of the semester is generally appropriate for an offense of academic dishonesty.

D. Implementation

1. Following settlement of a case, notification of the outcome of the case and suggested penalty, if appropriate, is sent to the defendant, the faculty member involved, the appropriate Dean, and the Chancellor. A copy of the notification is placed on file in the Student Affairs Office along with other records of the proceedings.
2. The authority to determine the course grade resides with the instructor, subject to the existing grade appeal process.
3. The authority to suspend or expel resides with the Chancellor.

SECTION VI - UNIVERSITY UNION

The University Union serves as a focal point for campus life outside the classroom, enhancing the University's mission to offer a well-rounded educational experience to its students. Encompassing approximately 53,000 square feet, the Union provides meeting space, study areas, recreational space, space for student organization offices, various administrative offices and the services of a post office, the University Information Center, a banking machine and a campus snack bar.

VI-1 The UNCW University Union Board

The general purpose of the UNCW University Union Board is to act in an advisory capacity to the Director of the University Union and staff in matters regarding the management and operation of the facility. It is a Chancellor's committee with its members appointed by the Chancellor. The Board makes recommendations to the Chancellor through the Vice Chancellor for Student Affairs.

A. The Board has 13 voting members: one student nominated by the President of Student Government; one student nominated by the Vice President of Student Government; the Chair of the University Program Board; one student jointly nominated by the Panhellenic Council and the Inter-Fraternity Council; three students nominated by the Student Senate from Residence Life Association, the undergraduate student body, and the graduate student body; three faculty members from various disciplines appointed for two-year terms; one staff member nominated by the Vice Chancellor for Business Affairs; one staff member nominated by the Vice Chancellor for Student Affairs; and one alumnus appointed by the UNCW Alumni Association Board of Directors. The Director of the University Union, Assistant Director for Operations, and Student Activities Adviser are members of the Board without vote.

B. Qualifications for Board members are: every member, with the exception of the Alumni Association member, should be a current full-time employee of UNCW or an enrolled graduate or undergraduate student who is in good academic standing at UNCW at the time of his/her appointment and throughout his/her term. A voting member shall have been an employee or student at UNCW for one semester (two summer sessions will be considered one semester) prior to his/her appointment.

C. Officers of the Board are the President and Vice President, elected by the Board each year. The Director of the University Union will serve as the recording secretary for the Board. Staff support for the Board shall be provided by the Director and other Union staff members.

D. Functions and Responsibilities of the Board:

1. The Board will meet monthly during fall and spring semesters.
2. The Board will establish an Executive Committee which will meet with all other available Board members and act for the Board during periods when the University is not in session.
3. The Board will compile an annual report concerning the Union's programs, personnel, and budget for submission to the Chancellor

through the Vice Chancellor for Student Affairs by August 31 of each year.

4. The Board is advisory to the Director in all aspects of the Union's operation. It will study, review and develop recommendations relative to the Union's policies, programs, services, space utilization, fee structure, maintenance, and long-range plans.

5. The Board will have the authority to act as an appeal body in situations where it is so designated.

VI-2 The Director of University Union

A. The Director is the chief executive official of the Union. He/she is responsible for the operation of the Union building and its programs and activities and shall:

1. Coordinate all functions involving Union facilities and their use
2. Facilitate the establishment of UNCW University Union and Student Activities goals and develop programs for their accomplishment
3. Recommend administrative staff for appointment after consultation with the University Union Board
4. Supervise staff members
5. Serve in a nonvoting, advisory capacity for all committees created by the UNCW University Union

VI-3 UNCW University Union Facilities

A. Use of Facility

1. Union facilities are reserved primarily for use by UNCW students, faculty and staff.
2. The Director of the University Union or his/her representative is charged with determining whether the conduct of an individual or group is in compliance with University policies.
3. The University Union's normal operating hours (when classes are in session, fall and spring semesters) are:
 - a. Monday through Friday 7 a.m.-11 p.m.
 - b. Saturday and Sunday 12 noon-11 p.m.
 - c. On Sundays through Thursdays, programs are to end no later than 10:30 p.m. Friday and Saturday night programs are to end no later than 11 p.m. unless special arrangements have been made in advance with the Scheduling Coordinator. By special arrangement, the building will be available on Friday and Saturday nights until 1 a.m.

B. Reservations

1. Conference rooms in the University Union can be reserved by a registered campus organization, university department, or student, faculty, or staff member for University functions on a "first come, first served" basis. The Union staff reserves the right to make substitutions in room reservations or move a group to another area subject to availability. Reservations can be made by visiting or calling the Union Scheduling Coordinator in room 214 D from 8 a.m. to 5 p.m., Monday through Friday.

2. The Union's Reservation Agreement must be completed, signed, and returned to the Scheduling Coordinator at least seven days prior to the event. The individual or organization completing and signing the agreement accepts the responsibility for the proper use of the facility and equipment as well as proper conduct of the organization's members and guests. It is necessary that an organization be finished with the room by the time indicated on the reservation request. Members and guests are to be fully informed of these regulations by the person reserving the room.

3. The Scheduling Coordinator must be notified of a cancellation no later than 1 p.m. on the day of the event or by 1 p.m. on Friday for a weekend event. For the multi-purpose room or large room events, cancellation notice must be given 48 hours prior to the event. Failure to give 48 hours notice will subject an organization to the loss of privilege of reserving rooms for 60 class days. No penalty is involved when cancellation occurs before this specified time.

4. The Union reserves the right to bill any organization or group for damages or losses which result from the use or misuse of facilities or equipment, including charges for additional janitorial service over and above normal cleaning of the area used. Groups will also be charged for building staff required outside normal operating hours of the Union (e.g., building manager before or after hours, additional janitorial staff, etc.).

5. Food and drink will be limited to the multi-purpose room or lower level. This means no food or drink is allowed in restrooms or corridors, but special arrangements can be made for the Courtyard. With the scheduling of a large group affair, the sponsor will provide members to pick up any litter around the Union and in the parking lots. Food or other light refreshments shall not be permitted in conference rooms unless permission is obtained at the time the reservation is made. Catering arrangements can be made through Campus Food Services. Contact the Snack Bar Manager in the Union, room 111A.

6. Any decorations to be used must be approved at the time the reservation is made. Nothing shall be attached to the walls, with the exception of block walls in room 100, where masking tape may be used. All materials used at any event must be removed at the conclusion of the program.

7. The University Union will not be responsible for any losses or injuries suffered by any person as a result of a room reservation and/or the activities of the reserving organization.

SECTION VII - UNIVERSITY OWNED RESIDENCES

VII-1 Introduction

The Office of Residence Life strives to provide a diverse and meaningful experience supportive of student learning outside the classroom. The residence hall program facilitates the growth and development of each resident through positive experience in group living, self-discipline and decision making. The Residence Life staff coordinates social, educational and recreational programming for the development of a well-rounded student. Members of the Residence Life staff in cooperation with all areas of University community are responsible for student advising, discipline and general operation of each residence facility.

VII-2 Residence Life Staff

A. The organization and administration of the Residence Life program is the responsibility of the Dean of Students Office. All students residing in residence halls and apartments are subject to the authority of the Dean of Students and the staff of the Dean. The Coordinator of Residence Life and the Area Coordinators are members of the staff of the Dean of Students Office. The Dean of Students is directly responsible to the Vice Chancellor for Student Affairs.

B. Each residence hall is supervised by a Resident Director, assisted by a group of resident assistants. The apartment complex is supervised by two managers assisted by a group of student resident managers.

VII-3 Residence Life Association

The Residence Life Association serves to supplement programming in the residence life area. The Association promotes better communication and representation of residents' opinions. It is the intent of the Residence Life Association to encourage participation and thus a better living/learning experience in residence life on campus. The Residence Life Association consists of representatives from each residence hall and apartment unit.

VII-4 Housing Operations

A. A student's agreement to live on campus constitutes a contract with the office of Auxiliary Services. The student is responsible for the contract into which she or he enters and the consequences which may result.

1. The student resides on campus for the entire academic year.
2. The student selects a dining plan.
3. The student abides by all rules and regulations of the University as printed in the student handbook.

B. A student may cancel his/her agreement, without forfeiture of deposit, by written notification to the Housing Office by the published refund deadline date.

C. No refund or room charges will be made once the student has officially checked in; however, a pro rata refund on the food portion

only of the charges will be made to students who officially withdraw from the University.

D. When space allows, double rooms may be occupied privately for \$100 over the regular room rate.

E. At the beginning of each semester, students who did not request private room but find themselves without a roommate due to cancellation or withdrawal, will be given the option to consolidate by moving or be assessed the private room rate.

F. Students entering into a housing agreement in the fall semester are liable for the room charges for the fall and spring semesters.

G. Students may be released from the annual agreement without forfeiture of second-semester room charges in the following cases.

1. Withdrawal from the University
2. Proof of marriage
3. Proof of transfer to another university
4. Graduation

VII-5 Residence Life Policies

The primary responsibility of Residence Life programs is to maintain an atmosphere conducive to the pursuit of academic goals and personal growth. Within this context, it is important to recognize the effect of the density factor in the residence life setting which creates a special need for awareness of how one's individual actions can easily influence the environment of the floor and thus have a direct effect on a group of students. In light of these conditions, the following policies have been established.

A. Alcoholic Beverages - Although consumption of alcoholic beverages is not encouraged by the University, students are permitted to possess and consume alcoholic beverages in their rooms provided that they comply with State laws pertaining to alcoholic beverages. In addition to the UNCW policies regarding the possession and consumption of alcoholic beverages (Appendix D) and marketing of alcoholic beverages (Appendix E) the following rules pertain to residence halls:

1. There are to be no kegs of beer in the students' rooms or elsewhere in the residence halls or apartment except during official Residence Life functions where an alcoholic beverage permit is complete in the Dean of Students Office and approved by the Chancellor.
2. Alcoholic beverages may not be consumed in the lounges, hallways, balconies or other public areas without express approval from the Residence Life Office.

B. Room Damages - When a student is assigned a room, he/she accepts responsibility for its condition and fills out an inventory in the "check-in" form which become a record for the condition of the room when he/she assumed occupancy. This record is compared to the condition of the room at check-out time, and any discrepancies become

the financial responsibility of the student. Therefore, students should complete their check-in/check-out forms carefully. When these forms are not completed and returned, housing staff assume that the student room was in perfect condition when the student checked in.

1. If the student room or its furnishings, including the room door, are damaged, the cost will be billed equally to the occupants of the room/apartment, unless those individuals responsible for the damage are identified.

2. Tape marks, glue and self-adhesive materials, plastic hooks on varnished or painted surfaces as well as nails and screws in these same surfaces cause damages; therefore, the Residence Life Office will charge the occupants of a room for any restorative service.

3. Students are responsible for the condition of their room windows.

4. At the end of the spring semester, the Residence Life staff inspects each student's room. Items needing repair or replacement will be charged as damaged, unless normal wear seems to be the cause. Occupants of a room will share equally the cost of repair.

C. Visitation - Visitation including members of the opposite sex is permitted during certain specified hours. These hours will be posted in the lobby areas of each residence hall and in the apartment office. It will be the responsibility of each resident and visitor to know the visitation hours:

Sunday through Thursday - 11:30 a.m. until 11:30 p.m.

Friday and Saturday - 11:30 a.m. until 2:00 a.m.

Visitors should be escorted by residents of the building upon request. An unescorted visitor must provide positive identification and confirm his/her destination.

D. Pets - Because of public health regulations, pets are not allowed in the residence halls or apartments. This includes, but is not limited to, dogs, cats, birds, hamsters, mice, snakes, and other rodents. However, fish in aquariums are permitted as long as the tank does not exceed 20 gallons and is kept in a sanitary condition.

E. Solicitation - Residence halls and/or apartments may not be used to raise money for any individual or organization other than an officially registered campus organization (either faculty, staff, or student). Anyone not connected with the residence halls/apartments who does not have the proper identification and authorization may be cited for trespassing. Authorization for solicitation must come from the Dean of Students.

F. Window Policy - The windows in the residence life area are blocked, permitting them to open only six inches. In an effort to conserve energy, to maintain safety, and to deter objects being thrown out of windows, this policy has been initiated. The University is sensitive to the heating and air conditioning needs of students and will respond to these needs immediately.

G. Behavior - Disciplinary proceedings will be initiated against a student for:

1. Violation of visitation as outlined in the handbook or posted in the residence halls/apartments
2. Tampering with, destroying, defacing, or removing public property within the residence halls, including furniture, doors, screens, walls, elevator, vending machines, ceiling tiles, games, etc.
3. Participation in water fights, shaving cream fights, etc., and destroying or tampering with fire alarms and/or firefighting or emergency equipment
4. Creating excessive noise or participating in general disruptive behavior
5. Throwing objects from the windows of residence halls/apartments
6. Undermining the security of hall residents and property (e.g., intentionally leaving of hallways propped open)
7. Cooking in residence hall rooms

H. Individual Privacy in Relation to Student Rooms - Privacy of the individual is of the utmost concern to the Housing Office and the University; however, entry of student residence hall rooms and apartments at times is necessary.

1. Room Entry - University officials may enter a room under the following conditions:

- a. When there is sufficient reason to believe that an emergency situation exists which poses immediate danger to the occupants and/or to the facility.
- b. For routine maintenance and cleaning. Whenever possible, 48 hour notice will be given to the student prior to entry. This notice will be posted on the individual floors or wings in a designated area.
- c. To deal with disturbances which are in violation of university regulations and/or violating the rights of other students within the hall.
- d. When a student who is a resident gives voluntary consent, the student's consent must be freely given and must not be based on coercion or threats by the University, and must not be occasioned by a student's fear of reprisal for failure to give consent.

1. The intrusion by the employee must be limited to the consent given by the student; for example, if the student consents to entry by the employee, the employee is not entitled to search the student's belongings without obtaining further consent to do so.

2. Any student who is a resident of the room, suite or apartment may consent to entry of the University employee and to

search that student's personal belongings. However, no student may consent to the search of another student's bedroom, closets, locker, suitcases or other areas under the primary control of another student.

e. Materials found during entry as described in this section may be used in any University disciplinary proceeding if said material is found in plain sight or during the course of performing the objectives described in a, b, c & d. Materials found beyond the scope of such entry shall constitute a search as defined below and may not be admitted if found in violation of that section. Any unauthorized materials found during an entry may be impounded.

2. Room Search - Searches of student occupied premises or a student's personal possessions shall be only as authorized by law. A student's room is considered private; a search of residence hall rooms will be guided by the following principles:

a. University officials and/or University Security may search a room only upon obtaining a legal warrant. The University Security officer will be accompanied by additional University officials when the search is conducted.

b. Searches of University residence hall rooms by external law enforcement officials will be regarded as a matter between the student and law enforcement officials involved. The University's interest will be limited to requesting that it be notified of impending searches.

1. Wooden Structure Policy

1. Resident students may apply to the area coordinator for permission to build free-standing lofts or stilts for beds in their rooms.

2. A loft or stilt contract, when signed by a student, constitutes an agreement under which certain specifications and conditions must be met. This policy may be obtained in the Area Coordinator's office.

3. There will be a charge of \$25 for the removal and disposal of any unauthorized or abandoned wooden structure.

J. Residence Hall Opening and Closing Procedures

1. To check in an assigned residence hall or apartment, each student will be assisted by a resident assistant or other University official. The physical condition of the room will be noted and agreed upon in terms of the room's condition. The incoming student will sign the check-in form showing his/her agreement with the room's condition.

2. To check out of University housing, a student must make an appointment with a Residence Life staff member. The staff member will check the room to see that the proper furnishings are still in place and will assess damages, if needed. It should be noted that the student who has assessed damage charges will not be permitted to register for courses the next semester(s) or summer session(s),

receive transcripts, or graduate until the assessment for damages is paid in full to the University.

3. At the end of the academic year, students are required to remove all personal belongings from the residence halls and apartments immediately after their last exam. Only under special circumstances will students be permitted to remain on campus after their last exam.

4. All residence halls will close and all students must vacate the building by noon on the day following the last class prior to fall break, Christmas vacation, and spring break.

a. If students need to stay in Wilmington during these break periods, they should make prior arrangements elsewhere.

b. Students may remain in the residence halls during Thanksgiving and Easter vacation (dates posted in current catalog), but they must register with a resident director in their respective residence halls. Such registration is for security reasons only. In addition, students remaining on campus during these periods are reminded that the University's cafeteria will not be in operation during official holidays and vacations.

APPENDIX A

JOINT STATEMENT OF RIGHTS AND FREEDOMS OF STUDENTS

In June, 1967, a joint committee, comprised of representatives from the American Association of University Professors, U.S. National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors, met in Washington, D.C., and drafted the Joint Statement on Rights and Freedoms of Students published below.

The multilateral approach which produced this document was also applied to the complicated matter of interpretation, and enforcement, with the drafting committee recommending (a) joint efforts to promote acceptance of the new standards on the institutional level, (b) the establishment of machinery to facilitate continuing joint interpretation, (c) joint consultation before setting up any machinery for mediating disputes or investigating complaints, and (d) joint approaches to regional accrediting agencies to seek embodiment of the new principles in standards for accreditation.

Since its formulation, the Joint Statement has been endorsed by each of its five national sponsors, as well as by a number of other professional bodies. The endorsers are listed below.

U.S. National Student Association; Association of American Colleges; American Association of University Professors; National Association of Student Personnel Administrators; National Association of Women Deans and Counselors; American Association for Higher Education; Jesuit Education Association; American College Personnel Association; Executive Committee, College and University Department, National Catholic Education Association; Commission on Student Personnel, American Association of Junior Colleges.

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive, to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

I. Freedom of Access to Higher Education

The admissions policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. While church-related institutions may give admission preference to students of their own persuasion, such a preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each college and university should be open to all students who are qualified according to its admission standards. The facilities and services of a college should be open to all of its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

II. in the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection against Improper Disclosure

Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

III. Student Records

Institutions should have a carefully considered policy as to the information which should be part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases

where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Provisions should also be made for periodic routine destruction of non-current disciplinary records. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.

IV. Student Affairs

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

A. Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

1. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college or university community.

2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.

3. If campus advisers are required, each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.

4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.

5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

B. Freedom of Inquiry and Expression

1. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

2. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner

appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily apply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

C. Student Participation in Institutional Government

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the actions of the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

D. Student Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary:

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency

responsible for the appointment of editors and managers should be the agency responsible for their removal.

3. All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, or student body.

V. Off-Campus Freedom of Students

A. Exercise of Rights of Citizenship

College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

B. Institutional Authority and Civil Penalties

Activities of students may upon occasion result in violation of law. In such cases, institutional officials should be prepared to apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his off campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

VI. Procedural Standards in Disciplinary Proceedings

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance and admonition. At the same time, educational institutions have a duty and corollary disciplinary powers to protect their educational purposes through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of students conduct, proper procedural safeguards should be observed to protect the student from the fair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. They should also take into account the presence or absence of an honor code, and the degree to which the institutional officials have direct acquaintance with student life, in general, and with the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student judicial bodies, the disciplinary responsibilities of institutional officials and the regular disciplinary procedures, including the student's right to appeal a decision, should be

clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended as proper safeguards in such proceedings when there are no honor codes offering comparable guarantees.

A. Standards of Conduct Expected of Students

The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These general behavior expectations and the resultant specific regulations should represent a reasonable regulation of student conduct but the student should be free as possible from imposed limitations that have no direct relevance to his/her education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

B. Investigation of Student Conduct

1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.

2. Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

C. Status of Student Pending Final Action

Pending action on the charges, the status of a student should not be altered, or his/her right to be present on the campus and to attend classes suspended, except for reasons relating to his/her physical or emotional safety and well-being, or for reasons relating to the safety and well-being, of students, faculty, or university property.

D. Hearing Committee Procedures

When the misconduct may result in serious penalties and if the student questions the fairness of disciplinary action taken against him/her, he/she should be granted, on request, the privilege of a hearing before a regularly constituted hearing committee. The following suggested hearing

committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality.

1. The hearing committee should include faculty members or students, or, if regularly included or requested by the accused, both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case should sit in judgment during the proceeding.

2. The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to insure opportunity to prepare for the hearing.

3. The student appearing before the hearing committee should have the right to be assisted in his/her defense by an adviser of his/her choice.

4. The burden of proof should rest upon the officials bringing the charge.

5. The student should be given an opportunity to testify and to present evidence and witnesses. He/she should have an opportunity to hear and question adverse witnesses. In no case should the committee consider statements against him/her unless he/she has been advised of their content and of the names of those who made them, and unless he/she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

6. All matters upon which the decision may be based must be introduced into evidence at the proceedings before the hearing committee. The decision should be based solely upon such matters. Improperly acquired evidence should not be admitted.

7. In the absence of a transcript, there should be both a digest and a verbatim record, such as a tape recording, of the hearing.

8. The decision of the hearing committee should be final, subject only to the student's rights of appeal to the president or ultimately to the governing board of the institution.

APPENDIX B

SUPPLEMENT I: Title IX of the Education Amendments of 1972, as Amended*

SEX DISCRIMINATION PROHIBITED

Sec. 901. (a) No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance, except that:

(6) This section shall not apply to membership practices--

(A) of a social fraternity or social sorority which is exempt from taxation under Section 501(a) of the Internal Revenue Code of 1954, the active membership of which consists primarily of students in attendance at an institution of higher education.

*P.L. 92-318 (1972) and P.L. 93-568 (1974).

APPENDIX C

STATE POLICY ON FIREARMS OR OTHER WEAPONS ON UNIVERSITY PROPERTY

NORTH CAROLINA GENERAL STATUTE 14-269-2

The following bill was enacted by the North Carolina General Assembly on April 27, 1971.

Section 1. It shall be unlawful for any person to possess, or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14-284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, in any public or private school building or bus, or any public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any board of education, school, college, or university board of trustees or directors for the administration of any public or private education institution. For the purpose of this Section, a self-opening or switchblade knife is defined as a knife containing a blade or blades, which open automatically by the release of a spring or a similar contrivance, and the above phrase "weapon of like kind" includes razors or razor blades (except construction and maintenance). This Section shall not apply to the following persons: Officers and enlisted personnel of the armed forces of the United States when in discharge of their official duties as such and acting under orders requiring them to carry arms or weapons, civil officers of the United States while in the discharge of their official duties, officers and soldiers of the military and the national guard when called into actual service, officers of the state, or any country, city or town, charged with the execution of the laws of the state, when acting in the discharge of their official duties, any pupils who are members of the Reserve Officer Training Corps and who are required to carry arms or weapons in the discharge of their official class duties.

Section 2. Any person violating the provisions of this Act shall be guilty of a misdemeanor and upon conviction shall be punished in the discretion of the Court by fine or imprisonment or by both such fine and imprisonment, not to exceed five hundred dollars (\$500.00) fine or six months imprisonment.

Section 3. This act shall be in full force and effect from and after its ratification.

APPENDIX D

POLICIES REGARDING THE POSSESSION AND CONSUMPTION

OF ALCOHOLIC BEVERAGES ON THE CAMPUS OF

THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

The University of North Carolina at Wilmington permits malt beverages and unfortified wines to be consumed at special activities and programs and in the privacy of residence hall rooms.

There is no intent to encourage the increased use of alcoholic beverages or to force their consumption upon those who object to the use of alcohol on moral, ethical, or religious grounds. The policy is designed to promote the positive, healthy use or non-use of alcoholic beverages in a responsible manner.

- I. University policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law regarding their purchase, possession, or consumption.
 - A. Possession and consumption of alcoholic beverages on the University campus shall be restricted to the residence halls and the University Union. Exceptions may be designated by the Chancellor.
 - B. Effective October 1, 1983, the North Carolina Alcoholic Beverage Control Laws made it illegal for any person under 19 years of age to purchase, possess, or consume, or for anyone to aid or abet such a person in purchasing or consuming any alcoholic beverages.
 - C. Persons who are 19 years of age or older may purchase, possess, or consume alcoholic beverages that contain less than 14 percentum (14%) of alcohol by volume (beer and unfortified wine). (General Statutes 18-19.1 and 18-66)
 - D. Persons who are 21 years of age or older may purchase, transport, and consume alcoholic beverages containing more than 14 percentum (14%) of alcohol by volume (spirituous liquors). (N. C. General Statutes 19-90.1)
 - E. Under no circumstances may any type of alcoholic beverages be sold by any person, organization, or corporation on the campus of the University. (General Statutes 18-87 and 18-50)
 - F. It is unlawful for any person to drink alcoholic beverages or to offer a drink to another person or persons, whether excepted or not, on any public road or street, parking lot, sidewalk, or other publicly owned or leased place within the city of Wilmington.
 - G. Student fees collected by UNCW cannot be used to purchase alcoholic beverages.
 - H. Alcoholic beverages may be used only as complements to an event, not as a main focus.

- I. Alcoholic beverages may be advertised as being present at any student activities event, but said advertising must be in compliance with the UNCW policy on alcoholic advertising.
- J. Student events at which alcoholic beverages may be consumed can be held only under circumstances in which the host organization demonstrates reasonable means of ensuring the safety of participants and adherence to state law.

APPENDIX E

STATEMENT OF PRINCIPLES REGARDING THE MARKETING OF ALCOHOLIC BEVERAGES ON THE UNCW CAMPUS

WHEREAS, alcohol abuse poses a serious threat to the health and welfare of a large segment of the college student population through acts of vandalism and property damage, automobile and other types of accidents, lessening of academic performance, estrangement of social relations, and, in some cases, bodily injury, illness and death, and

WHEREAS, inappropriate and irresponsible marketing and promotion of beverage alcohol on campus can contribute to the problems of alcohol abuse, and

WHEREAS, the development of campus policies which protect the health and welfare of college students is an important responsibility of the UNCW community, and

WHEREAS, institutional policies, practices and regulations should form the basis for a responsible approach to this area on campus,

NOW THEREFORE BE IT RESOLVED, that The University of North Carolina at Wilmington adopt the following guidelines as a realistic policy to govern alcohol marketing practices on campus.

- * Alcohol beverage marketing programs specifically targeted for students and/or held on campus should conform to the code of student conduct of the institution and should avoid demeaning sexual or discriminatory portrayal of individuals and/or groups.
- * Promotion of beverage alcohol should not encourage any form of alcohol abuse nor should it place emphasis on quantity and frequency of use.
- * Beverage alcohol (such as kegs or cases of beer) should not be provided as free awards to individual students or campus organizations.
- * No uncontrolled sampling as part of campus marketing programs should be permitted and no sampling or other promotional activities should include "drinking contests."
- * Promotional activities should not be associated with otherwise existing campus events or programs without the prior knowledge and consent of appropriate institutional officials.
- * Display or availability of promotional materials should be determined in consultation with appropriate institutional officials.
- * Informational marketing programs should subscribe to the philosophy of responsible and legal use of the products represented.
- * Beverage alcohol marketers will be encouraged to support campus alcohol education programs that encourage informed and responsible decisions about the use or nonuse of beer, wine or distilled spirits.
- * Beverage alcohol advertising on campus or in institutional media, including that which promotes events as well as product advertising, should not portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual or academic success.

- * Advertising and other promotional campus activities should not associate beverage alcohol consumption with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.
- * Local off-campus promotional activities primarily directed to students should be developed with the previous knowledge of the UNCW Alcohol Awareness Task Force.

BE IT FURTHER RESOLVED, that beverage alcohol marketers not be permitted to promote their products on campus unless they agree to abide by the above marketing guidelines. The Vice Chancellor for Student Affairs, in consultation with a committee of student and faculty representatives, will be responsible for implementing these guidelines.

APPENDIX F

HAZING

The following is from North Carolina Statutes:

14-25. "Hazing; definition and punishment - It shall be unlawful for any student in any college or school in the state to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense. For the purpose of this section, hazing is defined as follows: to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat, or harass him, or to subject him to personal indignity. Any violation of this section shall constitute a misdemeanor."

14-36. "Expulsion from school, duty of faculty to expel - Upon conviction of any student of the offense of hazing, or of aiding or abetting in the commission of this offense, he shall, in addition to punishment imposed by the court, be expelled by the college or school he is attending. The faculty or governing board of any college charged with the duty of expulsion of students for proper cause shall, upon such conviction, at once expel the offender, and a failure to do so shall be a misdemeanor."

APPENDIX G

STATEMENT OF UNIVERSITY POLICIES, PROCEDURES AND DISCIPLINARY ACTIONS IN CASE OF DISRUPTION OF EDUCATIONAL PROCESS

Adopted by the Board of Trustees
October 27, 1970

Section 5-1. Policies Relating to Disruptive Conduct

The University of North Carolina has long honored the right of free discussion and expression, peaceful picketing and demonstrations, the right to petition and peaceably to assemble. That these rights are a part of the fabric of this institution is not questioned. They must remain secure. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Accordingly, it shall be the policy of the University to deal with such disruption, destruction or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex or political beliefs.

Section 5-2. Definition of Disruptive Conduct

(a) Any faculty member (the term "faculty member," wherever used in this Chapter V, shall include regular faculty members, full-time instructors, lecturers, and all other persons exempt from the North Carolina State Personnel System (Chapter 126 of the General Statutes as amended) who receive compensation for teaching or other instructional functions, or research at the University), any graduate student engaged in the instructional program, or any student who, with the intent to obstruct or disrupt any normal operation or function of the University or any of its component institutions, engages, or incites others to engage, in individual or collective conduct which destroys or significantly damages any University property, or which impairs or threatens impairment of the physical well-being of any member of the University community, or which, because of its violent, forceful, threatening or intimidating nature or because it restrains freedom or lawful movement, otherwise prevents any member of the University community from conducting his normal activities within the University, shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion, discharge or dismissal from the University.

The following, while not intended to be exclusive, illustrate the offenses encompassed herein, when done for the purpose of obstruction or disrupting any normal operation or function of the University or any of its component institutions: (1) occupation of any University building or part thereof with the intent to deprive others of its normal use; (2) blocking the entrance or exit of any University building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room; (3) setting fire to or by any other means destroying or substantially damaging any University building or property, or the property of others on University premises; (4) any possession or display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive, or inflammable material in any University building or on any University campus; (5) prevention of, or attempt to prevent by physical act, the

attending, convening, continuation or orderly conduct of any University class or activity or of any lawful meeting or assembly in any University building or on any University campus; and (6) blocking normal pedestrian or vehicular traffic on or into any University campus.

(b) Any person engaged in the instructional program who fails or refuses to carry out validly assigned duties, with the intent to obstruct or disrupt any normal operation or function of the University or any of its component institutions, shall be subject to prompt and appropriate disciplinary action under this Chapter V if (but only if) his status is such that he is not subject to the provisions of Section 4-3 of Chapter IV.

Section 5-3. Responsibilities of the Chancellor

(a) When the Chancellor has cause to believe that any of the provisions of this Chapter V have been violated, he shall forthwith investigate or cause to be investigated the occurrence, and upon identification of the parties involved shall promptly determine whether any charge is to be made with respect thereto.

(b) If he decides that a charge is to be made, he shall, within thirty (30) days after he has information as to the identity of the alleged perpetrator of the offense but in no event more than twelve (12) months after the occurrence of the alleged offense, (i) refer the case to the appropriate existing University judicial body, or (ii) refer the matter to a Hearing Committee drawn from a previously selected Hearings Panel which, under this option, is required to implement action for violation of Section 5-2 (a) or (b) of this Chapter. If the case is referred to an existing University judicial body under (i) above, the procedural rules of the body shall be followed, and subsections (c) through (f) below shall not be applicable. If the matter is referred to a Hearing Committee under (ii) above, the procedural rules prescribed in subsection (c) through (f) shall be followed.

(c) The accused shall be given written notice by personal service or registered mail, return receipt requested, stating:

(1) The specific violations of this Chapter V with which the accused is charged.

(2) The designated time and place of the hearing on the charge by the Hearing Committee, which time shall not be earlier than seven (7) nor later than ten (10) days following receipt of the notice.

(3) That the accused shall be entitled to the presumption of innocence until found guilty, the right to retain counsel, the right to present the testimony of witness and other evidence, the right to cross-examine all witnesses against him, the right to examine all documents and demonstrative evidence adverse to him, and the right to a transcript of the proceedings of the hearing.

(d) The Hearing Committee shall determine the guilt or innocence of the accused. If the person charged is found guilty, the Hearing Committee shall recommend to the Chancellor such discipline as said body determines to be appropriate. After considering such recommendation the Chancellor shall prescribe such discipline as he deems proper. In any event, whether the person is found guilty or not guilty, a written report shall be made by the Chancellor or the President within ten (10) days.

(e) Any person found guilty shall have ten (10) days after notice of such findings in which to appeal to the President of the University. Such an appeal if taken shall be upon the grounds set forth in Section 5-5.

(f) Any accused person who, without good cause, shall fail to appear at the time and place fixed for the hearing of his case by the Hearing Committee shall be suspended indefinitely or discharged from University employment.

(g) The Chancellor, unless so ordered or otherwise prevented by courts, shall not be precluded from carrying out his duties under this Chapter V by reason of any pending action in any State or Federal court. Should a delay occur in prosecuting the charge against the accused because the accused or witnesses that may be necessary to a determination of the charge are involved in State or Federal court actions, the time limitations set forth in this Section 5-3 shall not apply.

(h) Conviction in any State or Federal court shall not preclude the University or any of its officers from exercising disciplinary action in any offense referred to in this Chapter V.

(i) Nothing contained in this Chapter V shall preclude the President or the Chancellor from taking any other steps, including injunctive relief or other legal action, which he may deem advisable to protect the best interests of the University.

Section 5-4. Aggravated Acts or Threatened Repetition of Acts

(a) The Chancellor of each of the component institutions of the University shall appoint an Emergency Consultative Panel which shall be composed of not less than three (3) nor more than five (5) faculty members and not less than three (3) nor more than five (5) students who shall be available to advise the Chancellor in any emergency. No member of such Panel shall serve for more than one (1) year unless he be reappointed by the Chancellor. The Chancellor may make appointments, either temporary or for a full year, to fill any vacancies which may exist on the Panel.

(b) If, in the judgement of the Chancellor, there is clear and convincing evidence that a person has committed any of the acts prohibited under this Chapter V which, because of the aggravated character or probable repetition of such act or acts, necessitates immediate action to protect the University for substantial interference with any of its orderly operations or functions, or to prevent threats to or acts which endanger life or property, the Chancellor, with the concurrence as hereinafter provided of the Emergency Consultative Panel established pursuant to (a) above, may forthwith suspend such person from the University and bar him from the University campus; provided, however, that in the event of such suspension the person suspended shall be given written notice of the reason for his suspension, either personally or by registered mail addressed to his last known address, and shall be afforded a prompt hearing, which, if requested, shall be commenced within ten (10) days of the suspension. Except for purposes of attending personally any hearings conducted under this Chapter V, the bar against the appearance of the accused on the University campus shall remain in effect until final judgement has been rendered in his case and all appellant proceedings have been concluded, unless such restriction is earlier lifted by written notice from the Chancellor.

(c) A quorum of the Emergency Consultative Panel provided for in (a) above shall consist of not less than four (4) of its members, and the required concurrence shall have been obtained if a majority of such quorum shall indicate their concurrence. The Chancellor shall meet personally with members of such Panel at the time he seeks concurrence, if it is feasible to do so. However, if the circumstances are such that the Chancellor deems it not to be feasible to personally assemble such members, then he may communicate with them or the required numbers of them individually by telephone or by such other means as he may choose to employ, in which event he may proceed as provided in (b) above after the required majority of such members have communicated their concurrence to him.

(d) In the Chancellor's absence or inability to act, the President may exercise the powers of the Chancellor specified in this Section 5-4 in the same manner and to the same extent as could the Chancellor but for such absence or inability to act.

Section 5-5. Right to Appeal

Any person found guilty of violating the provisions of this Chapter V by the Hearing Committee referred to in Section 5-3 shall have the right to appeal the finding and the discipline imposed upon him to the President of the University. Any such appeal shall be in writing, shall be based solely upon the record, and shall be limited to one or more of the following grounds.

- (1) That the finding is not supported by substantial evidence;
- (2) That a fair hearing was not accorded the accused; or
- (3) That the discipline imposed was excessive or inappropriate. It shall be the responsibility of the President to make prompt disposition of all such appeals, and his decision shall be rendered within thirty (30) days after receipt of the complete record on appeal.

Section 5-6. No Amnesty

No administrative official, faculty member, or student of the University shall have authority to grant amnesty or to make any promise as to prosecution or non-prosecution in any court, State or Federal, or before any student, faculty, administrative, or Trustee committee to any person charged with or suspected of violating Section 5-2(a) or (b) of these Bylaws.

APPENDIX II

DRUG POLICY - In accordance with G.S. 90-95(a) - The Use or Distribution of Narcotic or Illegal Drugs is Prohibited on Campus Property

NORTH CAROLINA GENERAL STATUTE 90-95(a)

Violation penalties:

- A. Except as authorized by this Article, it is unlawful for any person:
 - 1) To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance;
 - 2) To create, sell or deliver, or possess with intent to sell or deliver a counterfeit controlled substance;
 - 3) To possess a controlled substance.
- B. Any person who violates G.S. 90-95(a) (1) with respect to:
 - 1) A controlled substance classified in Schedule I or II shall be guilty of a felony and shall be sentenced to a term of imprisonment of not more than 10 years or fined not more than ten-thousand dollars (\$10,000), or both in the discretion of the court.
 - 2) A controlled substance classified in Schedule III, IV, V, or VI shall be guilty of a felony and shall be sentenced to a term of imprisonment of not more than five years or fined not more than five thousand dollars (\$5,000), or both in the discretion of the court, but the transfer of less than 5 grams of marijuana for no remuneration shall not constitute a delivery of violation of G.S. 90-95(a) (1).

In accordance with state law, drug paraphernalia is prohibited on campus.

APPENDIX 1

Location of Student Records

A. Academic Records

1. Registrar's Office, University Registrar, Alderman Hall
2. Offices of each academic department, Department Chair
3. Offices of each college or school, Deans
4. Special Programs, Director, Hoggard Hall

B. Disciplinary Records

Office of the Dean of Students, Alderman Hall

C. Employment Records

Director of Personnel, Alderman Hall
Director of Student Financial Aid, Hinton James Hall

D. Counseling Records

Director of Student Development Center, Alderman Hall

E. Medical Records

Student Health Services, Dorm '79

F. Financial Aid Records

Director of Student Financial Aid, Hinton James Hall

G. Campus Police Records

Director of Campus Police Services, Campus Police Office

H. Career Planning & Placement Records

Director of Career Planning & Placement, University Union

I. Records Relating to the International Student Program

Assistant Dean of Students, Alderman Hall

J. Records Relating to Student Athletes

Athletic Director, Trask

K. Records Relating to Students in the ROTC Program

Military Science Office, Hoggard Hall

L. Admissions Records

Director of Undergraduate Admissions, Alderman Hall
Graduate Admissions, Assistant Vice Chancellor for Academic Affairs, Alderman Hall

M. Student Accounts Records

Accounting Office, Alderman Hall

N. Residence Hall Records

Coordinator of Residence Life, Galloway Hall

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